



**AAS in Office Technology to
Bachelor of Applied Arts & Sciences in Business
Effective for the 2017-2018 Catalog**



First Year Vernon College

FIRST SEMESTER (14 SCH)	SECOND SEMESTER (15 SCH)
POFT 1220 Job Search Skills	POFT 1301 Business English
ACNT 1325 Principles of Accounting I	ACNT 1313 Computerized Accounting Applications
^C ENGL 1301 Composition I ⁰¹⁰	ACNT 1326 Principles of Accounting II
ITSW 1301 Introduction to Word Processing	^C MATH 1314 College Algebra <u>or</u> ^C MATH 1332 Contemporary Mathematics ⁰²⁰
XXXX X3XX Approved Elective	POFT 1325 Business Math Using Technology

Second Year Vernon College

It is best to apply to TWU a full semester before you plan to transfer. It will help if you submit a copy of this pathway with your application.

FIRST SEMESTER (15 SCH)	SECOND SEMESTER (16 SCH)
^C GOVT 2305 Federal Government ⁰⁷⁰	POFT 2331 Administrative Systems
POFI 1349 Spreadsheets	BUSI 2304 Business Report Writing and Correspondence
XXXX X3XX Approved Elective	POFT 1349 Administrative Office Procedures II
POFT 1309 Administrative Office Procedures I	POFI 2431 Desktop Publishing <u>or</u> ITSE 1401 Web Design Tools
^C SPCH 1315 Public Speaking ⁰¹⁰	^C Language, Philosophy & Culture ^{040*}

AAS: Administrative Office Technology

You will need to apply for the associate's degree at your community college. Contact your advisor there for more information.

Third Year Texas Woman's University

FIRST SEMESTER (15 SCH)	SECOND SEMESTER (15 SCH)
^C GOV 2023 Texas Government ⁰⁷⁰ (GOVT 2306)	^C Creative Arts ^{050*}
^C HIST 1013 U.S. History I ⁰⁶⁰ (HIST 1301)	^C HIST 1023 U.S. History I ⁰⁶⁰ (HIST 1302)
^C Life & Physical Science ^{030*}	^C Life & Physical Science ^{030*}
^C Social & Behavioral Sciences ^{080*}	^C Core Component Area Option ^{090*}
BUS 3003 Principles of Management	^C BUS 3393 Law for Women ⁰⁹⁰

Fourth Year Texas Woman's University

FIRST SEMESTER (15 SCH)	SECOND SEMESTER (15 SCH)
BUS 3273 Human Resource Management	BUS 4223 Human Behavior in Business Admin
BUS 3513 Professional Presentation Strategies	BUS 3243 Entrepreneurship
BUS 3113 Principles of Marketing	BUS 4903 ST: Finance for Small Business
BUS 3163 Business Communications	BUS 4903 ST: Info Systems/Data
BUS 3183 International Business ^{GP}	BUS 4343 Business Leadership Strategies

This is not an official degree plan. Check with an advisor; degree plans may change in later catalogs.

*You may take a different course to meet this requirement. A specific list is available from your advisor.

^CThis course counts for the Core Curriculum at any public college or university in Texas. Sometimes, taking a specific course to meet a Core requirement will also fulfill other requirements for your degree. If this course meets more than one requirement it is listed as the correct option (with no asterisk).

^{GP}TWU Global Perspective graduation requirement

() Course numbers shown in parentheses are equivalent to these courses at Texas Woman's University.

For questions about the TWU portion of this guided pathway,
Contact the School of Management Advising at 940 898-2957 and/or som@twu.edu