



### First Year - Collin College

| FIRST SEMESTER                                   | SECOND SEMESTER                             |
|--|---|
| COSC 1301 – Introduction to Computing 1*         | ACNT 1303 – Introduction to Accounting I    |
| ENGL 1301 – Composition I (010)                  | ECON 2301 – Macroeconomics*                 |
| POFT 1307 – Proofreading and Editing             | MATH 1332 – Contemporary Mathematics (020)* |
| POFT 1319 – Records and Information Management I | POFI 2301 – Word Processing – MS Word       |
| POFT 2301 – Intermediate Keyboarding             | POFT 2303 – Speed and Accuracy Building     |
| Total Semester Hours: 15 SCH                     |   |

| SUMMER SEMESTER                                 |  |
|---|--|
| HUMA 1301 – Introduction to Humanities I* (040) |  |
| ITSC 1304 – Intro to Spreadsheets – Excel*      |  |
| Total Semester Hours: 6 SCH                     |  |

### Second Year - Collin College

It's best to apply to [Tarleton State](#) a full semester before you plan to transfer. It will help if you submit a copy of this pathway with your application.

| FIRST SEMESTER  | SECOND SEMESTER  |
|---|--|
| ACNT 1311 – Introduction to Computerized Accounting       | ITSW 1307 – Intro to Database – Access*                    |
| ITSC 1309 – Integrated Software Application I – MS Office | POFT 1349 – Administrative Office Procedures II (Capstone) |
| ITSW 1310 – Intro to Presentation Graphics Software*      | POFI 2331 – Desktop Publishing for the Office – MS Office* |
| POFT 2312 – Business Correspondence & Communication       | SPCH 1311 – Intro to Speech Communication* (090)           |
| Total Semester Hours: 12 SCH                              |  |

### AAS: Business Office Support Systems

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

### Third Year – Tarleton State University

| SUMMER SEMESTER                        |
|--|
| ENGL 1302 (010) English Composition II |

| FIRST SEMESTER                                   | SECOND SEMESTER                                  |
|--|--|
| History 1301 (060) American History II           | History 1302 (060) American History II           |
| Science Core (030)                               | Science Core (030)                               |
| GOVT 2305 (070) American History I               | GOVT 2306 (070) Texas Government                 |
| ACCT 2301 Principles of Accounting I-Financial   | ACCT 2303 Principles of Accounting II-Managerial |
| Literature or PHIL1301 Intro to Philosophy (050) | ECON 2302 Principles of Microeconomics           |

### Fourth Year – Tarleton State University

| SUMMER SEMESTER                    |
|------------------------------------|
| MGMT 3301 Principles of Management |
| BUSI 3311 Business Statistics      |

| FIRST SEMESTER                    | SECOND SEMESTER  |
|-----------------------------------|--|
| MKTG 3314 Principles of Marketing | BLAW 4333 Business Law II or BCIS 4350 Mgmt Info Systems   |
| BUSI 3312 Business Communications | BUSI 4344 International Business                           |
| BLAW 4332 Business Law I          | ACCT 3301 Microcomputer Applications in Accounting/Finance |
| FINC 3301 Principles of Finance   | BUSI 4359 Business Strategy                                |
| Advanced Elective (3hrs)          | Advanced Elective (3 hrs)                                  |

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

Part-time students may also follow this sequence. Developmental coursework may be required.

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

◦ This course counts for the Core Curriculum at any public college or university in Texas.

*For questions about the University portion of this guided pathway,  
Contact the BAAS Program Manager Academic Advising Office at (254)968-1930 or [MMAS\\_Dept@tarleton.edu](mailto:MMAS_Dept@tarleton.edu).*