

**First Year NCTC**

FIRST SEMESTER	SECOND SEMESTER
POFT 1329 Beginning Keyboarding	ACNT 1311 Intro. to Computerized Accounting
POFT 1309 Administrative Office Procedures I	POFI 1349 Spreadsheets
POFI 2301 Word Processing	POFT 1328 Business Presentations
POFT 2331 – Administrative Project Solutions	POFI 2331 Desktop Publishing
ACNT 1303 Introduction to Accounting I	POFT 1319 Records & Info. Management I
Total Semester Hours: 15	Total Semester Hours: 15

**Second Year NCTC**

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	SECOND SEMESTER
ITSW 1307 – Databases	ⒸMATH 1332 Contemporary Mathematics <sup>(core 020)</sup>
ⒸENGL 1301 – Composition I <sup>(core 010)</sup>	POFT 2380 Co Ed: Admin Asst. & Sec. Sci
BCIS 1305 – Business Computer Applications	ⒸSPCH 1321 Bus. & Professional Comm. <sup>(core 090)</sup>
POFT 1325 – Bus. Math & Machine Applications	ⒸARTS 1301 Art Appreciation <sup>(core 050)*</sup>
POFT 2312 – Bus. Correspondence & Comm.	ⒸECON 2301 Principles of Macroeconomics <sup>(core 080)*</sup>
Total Semester Hours: 15	Total Semester Hours: 15

**AAS: Business 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	SECOND SEMESTER
ⒸENGL 1013 Composition II (ENGL 1302) <sup>(core 010)</sup>	ⒸLanguage, Philosophy & Culture <sup>core 040)*</sup>
ⒸLife & Physical Science <sup>(core 030)</sup>	ⒸLife & Physical Science <sup>(core 030)</sup>
ⒸHIST 1013 US History I (HIST 1301) <sup>(core 060)</sup>	ⒸHIST 1023 US History II (HIST 1302) <sup>(core 060)</sup>
ⒸGOV 2013 Federal Government (GOVT 2305) <sup>(core 070)</sup>	ⒸGOV 2023 Texas Government (GOVT 2306) <sup>(core 070)</sup>
BUS 3003 Principles of Management	ⒸBUS 3393 Law for Women <sup>(core 090)</sup>
Total Semester Hours: 15	Total Semester Hours: 15

**Fourth Year Texas Woman's University**

FIRST SEMESTER	SECOND SEMESTER
BUS 3513 Professional Presentation Strategies	BUS 4223 Human Behavior in Business Admin
BUS 3113 Principles of Marketing	BUS 3243 Entrepreneurship
BUS 3163 Business Communications	BUS 4903 ST: Finance for Small Business
BUS 3183 International Business <sup>GP</sup>	BUS 4903 ST: Info Systems/Data
BUS 3273 Human Resource Management	BUS 4343 Business Leadership Strategies
Total Semester Hours: 15	Total Semester Hours: 15

**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.

Ⓒ This 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).

( ) 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*