



AAS in Business & Office Administration - Office Technology to
Online BAAS Human Resource Development (HRD) Concentration
Guided Pathway
2017-2018 Catalog



First Year – Trinity Valley Community College

FIRST SEMESTER	SECOND SEMESTER
POFT 1429 Basic Keyboarding	POFT 2401 Intermediate Keyboarding
BUSG 1301 Intro to Business	POFI 2301 Word Processing I
EDUC 1300 or PSYC 1300 Learning Framework	POFT 2312 Business Correspondence and Communication
BCIS 1305 Business Computer Applications	BMGT 1325 Office Management
ACNT 1303 Intro to Accounting	ENGL 1301 English Composition I (010)

Second Year – Trinity Valley Community College

It's best to apply to Midwestern 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
POFI 2340 Advanced Word Processing	BMGT 1341 Business Ethics
ECON 2301 Macroeconomics (080)	BUSG 1366 Business and Office Practicum I OR POFT 1309 Administrative Office Procedures
Language, Philosophy & Culture/Creative Arts (040/050)	POFI 2331 Desktop Publishing
POFT 1301 Business English	HRPO 2307 Organizational Behavior
College Level Math (090)	POFT 1120 Job Search Skills

AAS: Business & Office Administration – 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 - Midwestern State University Online BAAS HRD Concentration

FIRST SEMESTER	SECOND SEMESTER
ENGL 1302 (or Communications II Core)	Any Creative Arts Core
Any Physical/Life Science Core	Any Physical/Life Science Core
HIST 1133 (American History I)	HIST 1233 (American History II)
POLS 1333 (GOVT 2305-Federal Govt)	POLS 1433 (GOVT 2306-Texas Govt)
Cultural & Global Understanding	

Fourth Year - Midwestern State University Online BAAS HRD Concentration

FIRST SEMESTER	SECOND SEMESTER
Select HRD Concentration Courses with Advisor	Select HRD Concentration Courses with Advisor
Select HRD Concentration Courses with Advisor	Select HRD Concentration Courses with Advisor
Select HRD Concentration Courses with Advisor	Select HRD Concentration Courses with Advisor
Select HRD Concentration Courses with Advisor	Select HRD Concentration Courses with Advisor
Select HRD Concentration Courses with Advisor	Select HRD Concentration Courses with Advisor
Select HRD Concentration Courses with Advisor	BAAS 4113, Capstone Project

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.
- () Course numbers shown in parentheses are equivalent to these courses at Midwestern State University.

For questions about the University portion of this degree plan,
Contact the Academic Advising Office at (940) 397-4400 or www.mwsu.edu/baas.