



**AAS Office Administration to
Bachelor of Applied Arts & Sciences
Guided Pathway
Effective for the 2017-2018 Catalog**



First Year - Hill College

FIRST SEMESTER – 18 Hours	SECOND SEMESTER – 18 Hours
POFT 1329 Beginning Keyboarding	POFT 1319 Records & Information Management I
POFT 1220 Job Search Skills	POFT 1309 Administrative Office Procedures I
POFT 1321 Business Math	POFT 2301 Intermediate Keyboarding
POFI 1349 Spreadsheets	ITSW 2334 Advanced Spreadsheets
POFT 1301 Business English	POFT 1328 Business Presentations
POFI 2301 Word Processing	ACNT 1303 Introduction To Accounting I
PSYC 1100 Learning Framework	

Second Year – Hill College

It's best to apply to TAMU-C a full semester before you plan to transfer. It will help if you submit a copy of this pathway with your application.

FIRST SEMESTER- 12 Hours	SECOND SEMESTER – 12 Hours
ACNT 1304 Intro to Accounting II	POFI 2350 Databases
C ENGL 1301 Composition I	BCIS 1305 Business Computer Applications
C *SPCH 1315 Public Speaking	C *ELECTIVE Social and Behavioral Sciences
C *MATH College Level Mathematics Elective	C *ELECTIVE Language, Philosophy and Culture or Creative Arts Core

AAS: Office Administration

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

Third Year - Texas A&M University-Commerce

FIRST SEMESTER	SECOND SEMESTER
C ENG 1302 - GLB/US-Written Argument/Research	C HIST 1302 - U.S. History from 1865
C HIST 1301 - U.S. History to 1877	C PSCI 2302 - US/TX Government; Institutions & Policies ²
C PSCI 2301 - Principles of US and Texas Government ²	C ANY LIFE & PHYSICAL SCIENCE CORE
C ANY LIFE & PHYSICAL SCIENCE CORE	C ANY CREATIVE ARTS CORE
BAAS 301 Principles of Applied Sciences	C ANY DEGREE PATHWAY OPTION
	BAAS 326 Tech Techniques & Solutions

Fourth Year - Texas A&M University-Commerce

FIRST SEMESTER	SECOND SEMESTER
BAAS 345 Leadership Techniques	TMGT 350 Principles of Technology Management
BAAS 408 Advanced Problem Solving (Pre-Req BAAS 326)	BAAS 445 Ethical Decision Making
BAAS 351 Financial Tools for Mgrs (Pre-Req BAAS 326)	Upper Level Elective
BAAS 443 Professional Standards	Upper Level Elective
	TMGT 303 Technical Communications

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 and does not count toward degree hours.

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

C 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).

²Taking both GOVT courses at Hill College creates a better alignment.

For questions about the University portion of this guided pathway, contact the Applied Science Academic Advising Office at (903) 886-5155 or Misty.Lair@tamuc.edu.