



**AAS Office Administration to
BAAS Business
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 [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- 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 – Tarleton State University

SUMMER	
C ENGL 1302 English Composition II	
ECON 2302 Principles of Microeconomics	
FIRST SEMESTER	SECOND SEMESTER
C HIST 1301 United States History I (060)	C HIST 1302 United States History II (060)
C Science Core (030)	C Science Core (030)
C GOVT 2305 Federal Government (070)	C GOVT 2306 Texas Government (070)
C LIT or PHIL 1301 or Visual Performing Arts (050,040)	ACCT 2303 Principles of Accounting II- Managerial
ACCT 2301 Principles of Accounting I- Financial	MGMT 3301 Principles of Management

Fourth Year – Tarleton State University

SUMMER	
BUSI 3311 Business Statistics	
FIRST SEMESTER	SECOND SEMESTER
MKTG 3314 Marketing	BLAW 4333 Business Law II or BCIS 4350 Management Information Systems
BUSI 3312 Business Communication	BUSI 4344 International Business
BLAW 4332 Business Law I	ACCT 3301 Business Analysis and Spreadsheets
FINC 3301 Principles of Financial Management	BUSI 4359 Business Strategy
Advanced Elective (3 hours)	Advanced Elective (3 hours)

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.

** Must be **ECON 2301** for BAAS

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

For questions about the [Tarleton State University](#) portion of this degree plan,
Contact the BAAS Program Manager at (254) 968-1930 or CIS_Dept@tarleton.edu.