



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



First Year Hill College

FIRST SEMESTER 18 SCH	SECOND SEMESTER 18 SCH
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 or HITT 1305 Medical Terminology	POFT 1328 Business Presentations
POFI 2301 Word Processing	ACNT 1303 Introduction To Accounting I
PSYC 1100 Learning Framework	

Second Year Hill College

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 12 SCH	SECOND SEMESTER 12 SCH
ACNT 1304 Intro to Accounting II	POFI 2350 Databases
^C ENGL 1301 Composition I ⁰¹⁰	^C BCIS 1305 Business Computer Applications ⁰⁹⁰
^C SPCH 1315 Public Speaking ⁰⁹⁰	^C Social and Behavioral Sciences ^{080*}
^C MATH Mathematics ^{020*}	^C Language, Philosophy & Culture ^{040*}

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 Woman's University

FIRST SEMESTER (15 SCH)	SECOND SEMESTER (15 SCH)
^C Life & Physical Sciences ^{030*}	^C Life & Physical Sciences ^{030*}
^C HIST 1013 US History I ⁰⁶⁰ (HIST 1301)	^C HIST 1023 US History II ⁰⁶⁰ (HIST 1302)
^C GOV 2013 U.S. Government ⁰⁷⁰ (GOVT 2305)	^C GOV 2023 Texas Government ⁰⁷⁰ (GOVT 2306)
^C ENG 1023 Composition II ⁰¹⁰ (ENGL 1302)	^C Creative Arts ^{050*}
BUS 3003 Principles of Management	^C BUS 3393 Law for Women ⁰⁹⁰

Fourth Year Texas Woman's University

FIRST SEMESTER (15 SCH)	SECOND SEMESTER (15 SCH)
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 ^{GP}	BUS 4903 ST: Info Systems/Data
BUS 3273 Human Resource Management	BUS 4343 Business Leadership Strategies

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.

^CThis 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).

^{GP}TWU Global Perspective graduation requirement

()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*