AAS in Business Office Technology to Online BAAS
Guided Pathway
2018-2019 Catalog

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

Second Year – NCTC

It is best to apply to Midwestern State University 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
ITSW1307 – Databases	CMATH 1332 – Contemporary Mathematics
CENGL 1301 – Composition I	POFT 2380 – Co Ed: Admin Asst. & Sec. Sci
BCIS 1305 – Business Computer Applications	CSPCH 1321 – Bus. & Professional Comm.
POFT 1325 – Bus. Math & Machine Applications	CARTS 1301 – Art Appreciation*
POFT 2312 – Bus. Correspondence & Comm.	CECON 2301 – Principles of Macroeconomics*

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 – Midwestern State University
Online Human Resource Development Concentration

FIRST SEMESTER	SECOND SEMESTER
Communication II (or ENGL 1302)	Any Undergraduate Inquiry Core
Any Life & Physical Science Core	Any Life & Physical Science Core
Any Language, Phil, Culture Core	Any Cultural & Global Understanding Core
HIST 1133 - American History I	HIST 1233 - American Hist II
POLS 1333 (or GOVT 2306)- American Texas Govt	POLS 1433 (or GOVT 2305)- U S Govt

Fourth Year – Midwestern State University
Online Human Resource Development Concentration

FIRST SEMESTER	SECOND SEMESTER
COUN 4013 – Human Relations	EDUC 4523 – Trends and Issues In Training & Develop
COUN 4103 – Professional Orientation	EDUC 4533 – Instructional Strategies for Adult Learners
COUN 4333- Employee Assistance Issues	IDT 4123 - Instructional Technology Design
COUN 4373 – Human Resource Ethical Issues	IDT 4143 – Multimedia Development I
COUN 4943 – Seminar in HR Development	3 Advanced Electives
EDUC 4513 – Introduction to Training & Development	BAAS 4113, Capstone Project

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.

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).

() 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 baas@mwsu.edu.