



**Associate of Applied Science in
Business Office Technology to
Bachelor of Applied Arts & Sciences
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 Texas A&M University-Commerce 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	^C MATH 1332 – Contemporary Mathematics
^C ENGL 1301 – Composition I	POFT 2380 – Co Ed: Admin Asst. & Sec. Sci
BCIS 1305 – Business Computer Applications	^C SPCH 1321 – Bus. & Professional Comm.
POFT 1325 – Bus. Math & Machine Applications	^C ARTS 1301 – Art Appreciation*
POFT 2312 – Bus. Correspondence & Comm.	^C ECON 2301 – Principles of Macroeconomics*

AAS: Business Office Technology (formerly Office Systems Technology)

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 DEGREE PATHWAY OPTION (090)
^C ANY LITERATURE, PHILOSOPHY, & CULTURE CORE	BAAS 326 Tech Techniques & Solutions
BAAS 301 Principles of Applied Sciences	

Fourth Year - Texas A&M University-Commerce

FIRST SEMESTER	SECOND SEMESTER
TMGT 458 Project Management	TMGT 350 Principles of Technology Management
BAAS 345 Leadership Techniques	BAAS 445 Ethical Decision Making
BAAS 408 Advanced Problem Solving (Pre-Req BAAS 326)	Upper Level Elective
BAAS 351 Financial Tools for Mgrs (Pre-Req BAAS 326)	Upper Level Elective
BAAS 443 Professional Standards	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 NCTC 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.