



**Associate of Applied Science to
BAAS Business
Guided Pathway
Effective for the 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 [Tarleton State University](http://www.tarleton.edu) 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
ITSW 1307 – 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

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 HIST 1301 United States History I (060)	
FIRST SEMESTER	SECOND SEMESTER
^c ENGL 1302 Composition II (010)	^c Literature or Phil 1301 Intro to Philosophy (050)
^c Science Core (030)	^c Science Core (030)
^c HIST 1302 United States History II (060)	^c GOVT 2306 Texas Government (070)
^c GOVT 2305 Federal Government (070)	ACCT 2303 Prin of Accounting II- Managerial
ACCT 2301 Principles of Accounting I- Financial	ECON 2302 Principles of Microeconomics

Fourth Year – Tarleton State University

SUMMER	
BUSI 3311 Business Statistics MGMT 3301 Principles of Management	
FIRST SEMESTER	SECOND SEMESTER
MKTG 3314 Marketing	BLAW 4333 or BCIS 4350 Business Law II or Mgmt Info Syst
BUSI 3312 Business Communications	BUSI 4344 International Business
BLAW 4332 Business Law I	ACCT 3301 Bus Analysis and Spreadsheets
FINC 3301 Principles of Finance	BUSI 4359 Business Strategy
Advanced Elective (3hrs)	Advanced Electives (3hrs)

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).

*For questions about the Tarleton State University portion of this guided pathway,
Contact the BAAS Program manager at 254-968-1930 or MMAS_Dept@tarleton.edu.*