



**AAS in Business and Office Administration – Office Technology  
to BAAS**



**Guided Pathway  
Effective for the 2016-2017 Catalog**

**First Year – Trinity Valley Community College**

FIRST SEMESTER	SECOND SEMESTER
POFT 1429 - Basic Keyboarding	POFT 2401 - Intermediate Keyboarding
BUSG 1301 - Intro to Business	POFI 2301 - Word Processing I
POFT 1301 - Business English	POFT 2312 - Business Correspondence and Communication
BCIS 1305 - Business Computer Applications	BMGT 1325 - Office Management
ACNT1303 - Intro to Accounting	ENGL 1301 - English Composition I (010)

**Second Year – Trinity Valley Community College**

It is best to apply to UT Tyler 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
POFI 2340 - Advanced Word Processing	BMGT 1341 - Business Ethics
ENGL 2301 - Macroeconomics (080)	BUSG 1366 - Business and Office Practicum I *
ENGL 2322 - British Literature I * (040)	POFI 2331 - Desktop Publishing
SPCH 1321 - Business & Professional Speech (090)	HRPO 2307 - Organizational Behavior
MATH 1332 - Contemporary Math I (090)	POFT 1120 - Job Search Skills
	ENGL 1302 - Composition II(recommended to take during the summer towards BAAS, not required for AAS completion) * (010)

**AAS: Business and Office Administration – 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 – University of Texas at Tyler**

FIRST SEMESTER	SECOND SEMESTER
HIST 1301 - United States History I	HIST 1302 - United States History II
POLS 2305 - Introductory American Government	POLS 2306 - Introductory Texas Politics
CHEM 1330 - Culinary Chemistry *	ALHS 1315 - Introduction to Nutrition *
UNIV 3331 - Creativity and Innovation	UNIV 3332 - Workplace Applications
XXXX XXXX - Upper Division Elective	XXXX XXXX - Upper Division Elective
	PHYS 1303 - Introduction to Astronomy (recommended for completion in the Summer) *
	ART 1306 – Art and Film (recommended for completion in the Summer) *

**Fourth Year – University of Texas at Tyler**

FIRST SEMESTER	SECOND SEMESTER
UNIV 3333 - Cultural Competence	UNIV 3334 - Professional Ethics
UNIV 3335 - Leadership Principles	UNIV 3336 - Professional Portfolio Project
XXXX XXXX - Upper Division Elective	UNIV 3330 - Digital Citizenship and Information Literacy
XXXX XXXX - Upper Division Elective	XXXX XXXX - Upper Division Elective
XXXX XXXX - Upper Division Elective	XXXX XXXX - Upper Division Elective

**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.

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

() Course numbers shown in parentheses are equivalent to these courses at UT Tyler.

For questions about the University portion of this guided pathway,  
Contact the University College Academic Advising Office at (903) 565-5785 or baas@uttyler.edu.