



**AAS Office Administration to  
Bachelor of Applied Arts & Sciences  
Guided Pathway  
Effective for the 2016-2017 Catalog**



**First Year - Hill College**

<b>FIRST SEMESTER – 18 Hours</b>	<b>SECOND SEMESTER – 18 Hours</b>
<b>POFT 1329</b> Beginning Keyboarding	<b>POFT 1319</b> Records & Information Management I
<b>POFT 1220</b> Job Search Skills	<b>POFT 1309</b> Administrative Office Procedures I
<b>POFT 1321</b> Business Math	<b>POFT 2301</b> Intermediate Keyboarding
<b>POFI 1349</b> Spreadsheets	<b>ITSW 2334</b> Advanced Spreadsheets
<b>POFT 1301</b> Business English	<b>POFT 1328</b> Business Presentations
<b>POFI 2301</b> Word Processing	<b>ACNT 1303</b> Introduction To Accounting I
<b>PSYC 1100</b> Learning Framework	

**Second Year – Hill College**

It's best to apply to TAMU-C a full semester before you plan to transfer. It will help if you submit a copy of this pathway with your application.

<b>FIRST SEMESTER- 12 Hours</b>	<b>SECOND SEMESTER – 12 Hours</b>
<b>ACNT 1304</b> Intro to Accounting II	<b>POFI 2350</b> Databases
<b>C ENGL 1301</b> Composition I	<b>BCIS 1305</b> Business Computer Applications
<b>C *SPCH 1315</b> Public Speaking	<b>C *ELECTIVE</b> Social and Behavioral Sciences
<b>C *MATH</b> College Level Mathematics Elective	<b>C *ELECTIVE</b> Language, Philosophy and Culture or Creative Arts Core

**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 A&M University-Commerce**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
<b>C ENG 1302</b> - GLB/US-Written Argument/Research	<b>C HIST 1302</b> - U.S. History from 1865
<b>C HIST 1301</b> - U.S. History to 1877	<b>C PSCI 2302</b> - US/TX Government; Institutions & Policies <sup>2</sup>
<b>C PSCI 2301</b> - Principles of US and Texas Government <sup>2</sup>	<b>C ANY LIFE &amp; PHYSICAL SCIENCE CORE</b>
<b>C ANY LIFE &amp; PHYSICAL SCIENCE CORE</b>	<b>C ANY CREATIVE ARTS CORE</b>
<b>BAAS 301</b> Principles of Applied Sciences	<b>C ANY DEGREE PATHWAY OPTION</b>
	<b>BAAS 326</b> Tech Techniques & Solutions

**Fourth Year - Texas A&M University-Commerce**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
<b>BAAS 345</b> Leadership Techniques	<b>TMGT 350</b> Principles of Technology Management
<b>BAAS 408</b> Advanced Problem Solving (Pre-Req BAAS 326)	<b>BAAS 445</b> Ethical Decision Making
<b>BAAS 351</b> Financial Tools for Mgrs (Pre-Req BAAS 326)	Upper Level Elective
<b>BAAS 443</b> Professional Standards	Upper Level Elective
	<b>TMGT 303</b> 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).

<sup>2</sup>Taking both GOVT courses at Hill College 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.*