



**AAS Office Administration to  
BAAS Business  
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 [Tarleton State](#) 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 – Tarleton State University**

<b>SUMMER</b>	
<b>C ENGL 1302</b> English Composition II	
<b>ECON 2302</b> Principles of Microeconomics	
<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
<b>C HIST 1301</b> United States History I (060)	<b>C HIST 1302</b> United States History II (060)
<b>C Science Core (030)</b>	<b>C Science Core (030)</b>
<b>C GOVT 2305</b> Federal Government (070)	<b>C GOVT 2306</b> Texas Government (070)
<b>C LIT or PHIL 1301</b> or Visual Performing Arts (050,040)	<b>ACCT 2303</b> Principles of Accounting II- Managerial
<b>ACCT 2301</b> Principles of Accounting I- Financial	<b>MGMT 3301</b> Principles of Management

**Fourth Year – Tarleton State University**

<b>SUMMER</b>	
<b>BUSI 3311</b> Business Statistics	
<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
<b>MKTG 3314</b> Marketing	<b>BLAW 4333</b> Business Law II or <b>BCIS 4350</b> Management Information Systems
<b>BUSI 3312</b> Business Communication	<b>BUSI 4344</b> International Business
<b>BLAW 4332</b> Business Law I	<b>ACCT 3301</b> Business Analysis and Spreadsheets
<b>FINC 3301</b> Principles of Financial Management	<b>BUSI 4359</b> Business Strategy
<b>Advanced Elective (3 hours)</b>	<b>Advanced Elective (3 hours)</b>

**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.

\*\* Must be **ECON 2301** for BAAS

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

For questions about the [Tarleton State University](#) portion of this degree plan,  
Contact the BAAS Program Manager at (254) 968-1930 or [CIS\\_Dept@tarleton.edu](mailto:CIS_Dept@tarleton.edu).