



**AAS Office Administration to
Bachelor of Science in Applied Science
Business Administration Concentration ^T
Guided Pathway
Effective for the 2020-2021 Catalog**



First Year- Hill College

FIRST SEMESTER	SECOND SEMESTER
POFT 1329 Beginning Keyboarding	POFT 1309 Administrative Office Procedures I
POFT 1313 Professional Workplace Preparation	POFT 2301 Intermediate Keyboarding
POFI 1349 Spreadsheets	POFT 1321 Business Math
POFI 2301 Word Processing	POFI 1328 Business Presentations
POFT 2312 Business Correspondence and Communication	POFT 1359 Records and Information Management II
POFT 1319 Records and Information Management I	

Total Semester Hours: 18

Total Semester Hours: 16

Second Year – Hill College

It's best to apply to Tarleton State a full semester before you plan to transfer.

FIRST SEMESTER	SECOND SEMESTER
POFI 2340 Advanced Word	^C ENGL 1301 Composition I
POFT 1349 Administrative Office Procedures II	^C *MATH College Level Mathematics Elective
ITSW 2334 Advanced Spreadsheets	^C * ELECTIVE Social and Behavioral Sciences
SPCH 1315 Public Speaking	^C * ELECTIVE Language, Philosophy and Culture Core
BCIS 1305 Business Computer Applications	

Total Semester Hours: 13

Total Semester Hours: 15

AAS: Office Administration

You will need to apply for the associate's degree at your community college. Contact your advisor there for more information.

These courses may be taken at Hill College (if offered) or TSU	
^C GOVT 2305 Federal Government	^{*C} Life & Physical Science Core Elective (4 credits)
^C ENGL 1302 – Composition II	^{*C} Creative Arts Core Elective
^{*C} Life & Physical Science Core Elective (4 credits)	^C GOVT 2306 Texas Government
^C HIST1301 United States History I	^C HIST 1302 United States History II

Total Semester Hours: 13

Total Semester Hours: 13

Third Year – Tarleton State University

FIRST SEMESTER	SECOND SEMESTER
Tarleton Course	Tarleton Course
Tarleton Course	Tarleton Course
Tarleton Course	Tarleton Course
Tarleton Course	Tarleton Course

Total Semester Hours: 12

Total Semester Hours: 12

Fourth Year – Tarleton State University

FIRST SEMESTER
Tarleton Course
Tarleton Course
Tarleton Course
Tarleton Course

Total Semester Hours: 12

Total Degree Hours: 124

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.

^T Degree availability varies by campus; consult www.tarleton.edu for more information.