



**AAS - Business Office Support Systems to
BAAS Human Resources Development (HRD) Concentration
Guided Pathway
2018-2019 Catalog**



First Year-Collin College

FIRST SEMESTER	SECOND SEMESTER
COSC 1301 – Introduction to Computing 1*	ACNT 1303 – Introduction to Accounting I
^c ENGL 1301 – Composition I (010)	^c ECON 1301 - Introduction to Economics
POFT 1307 – Proofreading and Editing	^c MATH 1332 – Contemporary Mathematics (020)*
POFT 1319 – Records and Information Management I	POFI 2301 – Word Processing – MS Word
POFT 1329 - Beginning Keyboarding	POFT 2303 – Speed and Accuracy Building

Total Semester Hours: 15 SCH

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SUMMER SEMESTER

^c HUMA 1301 – Introduction to Humanities I* (040)
ITSC 1304 – Intro to Spreadsheets – Excel*

Total Semester Hours: 6 SCH

Second Year - Collin 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.

FIRST SEMESTER	SECOND SEMESTER
POFT 2303 – Speed and Accuracy Building	ACNT 1311 Introduction to Computerized Accounting
ITSC 1309 – Integrated Software Application I – MS Office	POFT 1349 – Administrative Office Procedures II (Capstone)
ITSW 1310 – Intro to Presentation Graphics Software*	POFI 2331 – Desktop Publishing for the Office – MS Office*
POFT 2312 – Business Correspondence & Communication	^c SPCH 1311 – Intro to Speech Communication* (090)

AAS: Business Office Support Systems

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

Third Year - Midwestern State University Online BAAS Human Resource Development (HRD) Concentration

FIRST SEMESTER	SECOND SEMESTER
ENGL 1302 (or Communication II)	Any Creative Arts Core
Any Life/Physical Science Core	Any Life/Physical Science Core
HIST 1133 (American History I)	HIST 1233 (American History II)
POLS 1333 (GOVT 2305-Federal Govt)	POLS 1433 (GOVT 2306-Texas Govt)
Cultural & Global Understanding	Undergraduate Inquiry & Creativity

**Fourth Year - Midwestern State University
Online BAAS Human Resource Development (HRD) Concentration**

FIRST SEMESTER	SECOND SEMESTER
Select HRD Concentration Courses with Advisor	Select HRD Concentration Courses with Advisor
Select HRD Concentration Courses with Advisor	Select HRD Concentration Courses with Advisor
Select HRD Concentration Courses with Advisor	Select HRD Concentration Courses with Advisor
Select HRD Concentration Courses with Advisor	Select HRD Concentration Courses with Advisor
Select HRD Concentration Courses with Advisor	Select HRD Concentration Courses with Advisor
Select HRD Concentration Courses with Advisor	BAAS 4113, Capstone Project

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 Midwestern State University.

For questions about the University portion of this degree plan,
Contact the Academic Advising Office at (940) 397-4400 or baas@mwsu.edu.