



AAS in Office Technology to  
Bachelor of Applied Arts and Sciences (BAAS)  
Human Resource Development Concentration  
**Guided Pathway**  
Effective for the 2019-2020 Catalog



**First Year – Central Texas College**

FIRST SEMESTER	SECOND SEMESTER
POFT 1329 Beginning Keyboarding	POFT 1319 Records & Information Management I
POFI 1301 Computer Applications I	POFI 2301 Word Processing
POFT 1301 Business English	POFT 2312 Business Correspondence and Communication
POFT 1325 Business Math Using Technology	POFI 1349 Spreadsheets
POFT 1309 Administrative Office Procedures I	° ENGL 1301 Composition I
° MATH 1332 Contemporary Mathematics (Quantitative Reasoning)	

**Second Year – Central Texas College**

It's best to apply to Midwestern State University 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 2331 Desktop Publishing	BMGT 1325 Office Management
POFT 2333 Advanced Keyboarding	HRPO 2301 Human Resources Management
POFT 1349 Administrative Office Procedures II	° SPCH 1315 or 1321
* ELEC POFI/POFM/POFT Internship Selection	° ELEC Humanities/Fine Arts Selection
	° ELEC Social/Behavioral Science Selection

**AAS: 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 – Midwestern State University Bachelor of Applied Arts and Sciences (BAAS)  
Human Resource Development Concentration**

FIRST SEMESTER	SECOND SEMESTER
°ENGL 1153 (1302) Academic Writing & Lit	°Life & Physical Science
°Life & Physical Science	°HIST 1233 (1302) U.S. History since 1865
°HIST 1133 (1301) U.S. History from 1865	°POLS 1433 (GOVT 2302)*
°POLS 1333 (GOVT 2301)*	°Creative Arts
°Cultural & Global Understanding	°Undergraduate Inquiry

**Fourth Year – Midwestern State University Bachelor of Applied Arts and Sciences (BAAS)  
Human Resource Development Concentration**

FIRST SEMESTER	SECOND SEMESTER
Select Human Resource Dev Courses w/Advisor	Select Human Resource Dev Courses w/Advisor
Select Human Resource Dev Courses w/Advisor	Select Human Resource Dev Courses w/Advisor
Select Human Resource Dev Courses w/Advisor	Select Human Resource Dev Courses w/Advisor
Select Human Resource Dev Courses w/Advisor	Select Human Resource Dev Courses w/Advisor
Select Human Resource Dev Courses w/Advisor	Select Human Resource Dev Courses w/Advisor
Select Human Resource Dev Courses w/Advisor	BAAS 4113 - Capstone

**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.

° 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 pathway,  
Contact the BAAS Office at (940) 397-4400 or email: [baas@msutexas.edu](mailto:baas@msutexas.edu).*