



AAS - Business Office Support Systems to
Bachelor of Applied Arts and Sciences
Guided Pathway
Effective for the **2017-2018** 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 * (080)
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 2301 – Intermediate 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 UNT 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
ACNT 1311 – Introduction to Computerized Accounting	ITSW 1307 – Intro to Database – Access*
ITSC 1309 – Integrated Software Applications I – MS Office	POFI 2331– Desktop Publishing for the Office – MS Office*
POFT 2312 – Business Correspondence & Communication	POFT 1349 – Administrative Office Procedures II (Capstone)
ITSW 1310 – Intro to Presentation Graphics*	^C SPCH 1311 – Introduction to Speech Communication* (090)

Total Semester Hours: 12 SCH

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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 – University of North Texas

FIRST SEMESTER	SECOND SEMESTER
^C PSCI 2305 – American Gov't: Process & Policies (GOVT 2305)	^C PSCI 2306 – American Gov't: Laws & Institutions (GOVT 2306)
^C BIOL 1132 – Environ. Science* (BIOL 2406)	^C PHYS 1062 – Stars & Universe* (PHYS 1403)
^C ENGL 1320 – College Writing II (ENGL 1302)	PACS 3000 – Civic Engagement
LTEC 3010 – Personal Development*	LTEC 4050 – Entrepreneurship and Performance Improvement*
ELECTIVE 3000+*	ELECTIVE 3000+*

Fourth Year – University of North Texas

FIRST SEMESTER	SECOND SEMESTER
PACS 3020 – Fundamentals of Inquiry	PADM 4050 – Negotiation
^C HIST 2610 – US History to 1865 (HIST 1301)	^C HIST 2620 – US History since 1865 (HIST 1302)
^C MUMH 3010 – Twentieth-Century Music* (ARTS 1301)	^C BCIS 3615 – Visual Display of Business Information*
LTEC 4060 – Project Management and Applied Technology Performance Improvement*	LTEC 4070 – Principles of Leadership, Empowerment and Team Building*
ELECTIVE 3000+*	ELECTIVE 3000+*

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 UNT.

*Students can choose a different specialization and should speak with an advisor about their options. Examples of specializations include, but are not limited to: English as a Second Language (ESL), Leadership Development, Logistical Operations, Aviation Operations, Digital Language Curation, and Computational Logistics.

Revised Feb 2018

*For questions about the University portion of this guided pathway,
Contact the BAAS Academic Advising Office at (940) 565-4115.*