



**Associate of Applied Science to
Bachelor of Applied Arts & Sciences
Guided Pathway
Effective for the 2017-2018 Catalog**



First Year – NCTC

FIRST SEMESTER	SECOND SEMESTER
POFT 1329 – Beginning Keyboarding	ACNT 1311 – Intro. to Computerized Accounting
POFT 1309 – Administrative Office Procedures I	POFI 1349 – Spreadsheets
POFI 2301 – Word Processing	POFT 1328 – Business Presentations
POFT 2331 – Administrative Project Solutions	POFI 2331 – Desktop Publishing
ACNT 1303 – Introduction to Accounting I	POFT 1319 – Records & Info. Management I

Second Year – NCTC

It is 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
ITSW1307 – Databases	^C MATH 1332 – Contemporary Mathematics
^C ENGL 1301 – Composition I	POFT 2380 – Co Ed: Admin Asst. & Sec. Sci
BCIS 1305 – Business Computer Applications	^C SPCH 1321 – Bus. & Professional Comm.
POFT 1325 – Bus. Math & Machine Applications	^C ARTS 1301 – Art Appreciation*
POFT 2312 – Bus. Correspondence & Comm.	^C ECON 2301 – Principles of Macroeconomics*

AAS: Business 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 – University of North Texas

FIRST SEMESTER	SECOND SEMESTER
^C PSCI 1040 – American Gov't: Laws & Institutions (GOVT 2306)	^C PSCI 1050 – American Gov't: Process & Policies (GOVT 2305)
^C HIST 2610 – US History to 1865 (HIST 1301)	^C HIST 2620 – US History since 1865 (HIST 1302)
^C BIOL 1112 – Contemp. Biology* (BIOL 1408)	^C BIOL 1132 – Environ. Science* (BIOL 2406)
^C ENGL 1320 – College Writing II (ENGL 1302)	^C ENGL 2210 – Survey World Lit I* (ENGL 2332)
^C PHIL 4200 – Science, Technology and Society*	PACS 3000 – Civic Engagement

Fourth Year – University of North Texas

FIRST SEMESTER	SECOND SEMESTER
PACS 3020 – Fundamentals of Inquiry	Choose Specialization Courses w/Advisor
PACS 4050 – Negotiation	Choose Specialization Courses w/Advisor
Choose Specialization Courses w/Advisor	Choose Specialization Courses w/Advisor
Choose Specialization Courses w/Advisor	Choose Specialization Courses w/Advisor
Choose Specialization Courses w/Advisor	Choose Specialization Courses w/Advisor

This is not an official degree plan. Check with an advisor; degree plans may change in later catalogs.

- * 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. Sometimes, taking a specific course to meet a Core requirement will also fulfill other requirements for your degree. If this course meets more than one requirement it is listed as the correct option (with no asterisk).
- () Course numbers shown in parentheses are equivalent to these courses at UNT.

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