

### First Year - Tarrant County College District

FIRST SEMESTER	SECOND SEMESTER
<b>ARTS 1301(050) - Art Appreciation</b> <sup>C*</sup>	<b>POFI 2401 - Word Processing</b>
<b>POFT 1329 - Beginning Keyboarding</b>	<b>SPCH 1321 (010) – Business &amp; Professional Communication</b> <sup>C*</sup>
<b>ACNT 1303 - Introduction to Accounting</b>	<b>POFT 1409 - Administrative Office Procedures</b>
<b>POFT 1301 - Business English</b>	<b>ACNT 1311 - Intro to Computerized Accounting</b>
<b>GOVT 2306 (070) – Texas Government</b> <sup>C*</sup>	<b>POFI 1449 - Spreadsheets</b>

### Second Year – Tarrant County College District

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
<b>ENGL 1301(010) – Composition I</b> <sup>C</sup>	<b>BUSI 2301 - Business Law</b>
<b>ITSW 1407 - Introduction to Database</b>	<b>POFT 2312 - Business Correspondence &amp; Communication</b>
<b>POFT 1319 - Records and Information Management</b>	<b>Approved Business Elective (4 hours)*</b>
<b>Approved Business Elective (4 hours)*</b>	<b>MATH 1314(020) - College Algebra</b> <sup>C*</sup>

### AAS: Office Technology Professional

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
<sup>C</sup> <b>PSCI 2305 – American Gov't: Process &amp; Policies (GOVT 2305)</b>	<sup>C</sup> <b>PSYC 1630 – General Psychology I* (PSYC 2301)</b>
<sup>C</sup> <b>HIST 2610 – US History to 1865 (HIST 1301)</b>	<sup>C</sup> <b>HIST 2620 – US History since 1865 (HIST 1302)</b>
<sup>C</sup> <b>BIOL 1112 – Contemp. Biology* (BIOL 1408)</b>	<sup>C</sup> <b>BIOL 1132 – Environ. Science* (BIOL 2406)</b>
<sup>C</sup> <b>ENGL 2210 – Survey World Lit I* (ENGL 2332)</b>	<sup>C</sup> <b>MDSE 2750 – Consumers in a Global Market*</b>
<sup>C</sup> <b>BCIS 3615 – Visual Display of Business Information*</b>	<b>PACS 3000 – Civic Engagement</b>

### Fourth Year – University of North Texas

FIRST SEMESTER	SECOND SEMESTER
<b>PACS 3020 – Fundamentals of Inquiry</b>	Choose Specialization Courses w/Advisor <sup>+</sup>
<b>PACS 4050 – Negotiation</b>	Choose Specialization Courses w/Advisor <sup>+</sup>
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Choose Specialization Courses w/Advisor <sup>+</sup>	Choose Specialization Courses w/Advisor <sup>+</sup>
Choose Specialization Courses w/Advisor <sup>+</sup>	Choose Specialization Courses w/Advisor <sup>+</sup>

**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.

<sup>C</sup> 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.

<sup>+</sup> 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.