



BUSINESS

BHC EFC ECC NLC RLC

Associate in Applied Science in
Business Office Systems and Support – Executive Assistant to
Bachelor of Applied Arts and Sciences
Guided Pathway
Effective for the 2019-2020 catalog¹



First Year – Brookhaven, Eastfield, El Centro, North Lake, and Richland College²

FIRST SEMESTER	SECOND SEMESTER
POFI 1104 – Computer Fundamentals <u>OR</u> POFT 1127 – Introduction to Keyboarding	POFT 1329 – Beginning Keyboarding <u>OR</u> POFT 2301 – Intermediate Keyboarding
POFI 1301 – Computer Applications I	POFT 1309 – Administrative Office Procedures I <u>OR</u> POFM 1317 – Medical Administrative Support
POFT 1301 – Business English	POFI 2301 – Word Processing
POFI 1341 – Computer Applications II <u>OR</u> POFM 1302 – Medical Software Applications	POFT 1328 – Business Presentations
^c HIST 1301 – United States History I (060)	^c ENGL 1301 – Composition I (010)
^c Humanities/Fine Arts Elective* (040 OR 050)	

Total Semester Hours: 16

Total Semester Hours: 15

Second Year – Brookhaven, Eastfield, El Centro, North Lake, and Richland 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
POFT 2312 – Business Correspondence and Communication POFI 1349 – Spreadsheets	POFT 1321 – Business Math POFT 1380 – Cooperative Education-Administrative Assistant and Secretarial Science, General <u>OR</u> POFT 1382 – Cooperative Education-General Office Occupations and Clerical Services
POFT 1319 – Records and Information Management I	^c SPCH 1311 – Introduction to Speech Communication (090) <u>OR</u> ^c SPCH 1315 – Public Speaking (090) <u>OR</u> ^c SPCH 1321 – Business and Professional Communication (090)
POFI 2331 – Desktop Publishing <u>OR</u> POFI 2340 – Advanced Word Processing <u>OR</u> ITSC 1315 – Project Management Software	^c Natural Science Core Elective* (4 hours) (030)
ITSW 1407 – Introduction to Database	

Total Semester Hours: 16

Total Semester Hours: 13

AAS: Business Office Systems and Support – Executive Assistant (60 hours)

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

Third Year Courses – University of North Texas

FIRST SEMESTER	SECOND SEMESTER
BAAS 3020 - Inquiry and Discovery ^c ENGL 1320 – College Writing II (010)	BAAS 3000 – Pathways to Civic Engagement ^c Humanities Course (040) or ^c Fine Arts course (050) depending on what student has already taken.
^c Life and Physical Science (030)	^c Mathematics (020)
MGMT 3720 – Organizational Behavior	MGMT 4470 – Leadership
3XXX-4XXX Concentration 3	3XXX-4XXX Concentration 3

Total Semester Hours: 15

Total Semester Hours: 15

Fourth Year Courses – University of North Texas

FIRST SEMESTER	SECOND SEMESTER
^c PSCI 2305 – American Gov't: Process & Policies (070) ^c Social and Behavioral Sciences (080) ^c Component Area 3XXX-4XXX (090)	BAAS 4100 - Managing a 21 st Century Career ^c PSCI 2306 - US and Texas Constitutions and Institutions (070) ^c HIST 2620 – US History since 1865 (060)
MGMT 3850 – Foundations of Entrepreneurship	MGMT 4660 – International Management Perspectives
3XXX-4XXX Concentration 3	3XXX-4XXX Concentration 3

Total Semester Hours: 15

Total Semester Hours: 15

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.

¹ You may use this pathway if you entered one of the seven colleges on or before this date.

² Students must earn at least 25% of the credit hours (15 hours) required for graduation through instruction by one of the seven colleges of the DCCCD awarding the degree.

^c This course counts for the Core Curriculum at any public college or university in Texas.

* There are several options to fulfill this requirement. See your academic advisor for a specific list.

You must earn a grade of "C" or better in English 1301 and the selected college-level science course.

Approved: 2019-2020 Guided Pathway

UNT Concentrations:

This plan illustrates one possible concentration. However, there are other possible concentrations that can be selected in conjunction with your academic advisor.

For questions about the University portion of this degree plan, contact the UNT Applied Arts and Sciences Unit Office at (940) 369-8129, baas@unt.edu <http://baas.unt.edu>

