



**Office Systems Technology to
Bachelor of Applied Arts & Sciences in Health Sciences
Guided Pathway
Effective for the 2016-2017 Catalog**



First Year Collin County Community College

FIRST SEMESTER	SECOND SEMESTER
COSC 1301 – Introduction to Computing 1*	ACNT 1303 – Introduction to Accounting I
C ENGL 1301 – Composition I (core 010)	C ECON 2301 – Macroeconomics*
POFT 1307 – Proofreading and Editing	C MATH 1332 – Contemporary Mathematics*(core 020)
POFT 2301 – Intermediate Keyboarding	POFI 2301 – Word Processing – MS Word
POFT 2303 – Speed and Accuracy Building	POFT 1319 – Records and Information Management I
Total Semester Hours: 15	Total Semester Hours: 15

SUMMER SEMESTER
C HUMA 1301 Introduction to Humanities I*(core 040)
ITSC 1304 Intro to Spreadsheets – Excel*
Total Semester Hours: 6

Second Year Collin County Community College

It's best to apply to Texas Woman's 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
ACNT 1311 – Introduction to Computerized Accounting	POFT 1349 – Administrative Office Procedures II (Capstone)
ITSC 1309 – Integrated Software Applications I – MS Office	C SPCH 1311 – Introduction to Speech Communication*(core 090)
ITSW 1310 – Intro to Presentation Graphics*	POFT 2312 – Business Correspondence and Communication
ITSW 1307 – Intro to Database – Access*	POFI 2331 Desktop Publishing for the Office – MS Office*
Total Semester Hours: 12	Total Semester Hours: 12

AAS: Office Systems Technology

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

Third Year Texas Woman's University

FIRST SEMESTER	SECOND SEMESTER
C HIST 1013 – History of the United States: 1492 to 1865 (HIST 1301) (core 060)	C HIST 1023 – History of the United States: 1865 to present (HIST 1302) (core 060)
C GOV 2013 – US Government (GOVT 2305) (core 070)	C GOV 2023 – Texas Government (GOVT 2306) (core 070)
C Life & Physical Science (core 030)	C Life & Physical Science (core 030)
C ENG 1023 – Composition II (ENGL 1302) (core 010)	C HS 3133 - Women's Health (core 090)
C Creative Arts (core 050)	C SOCI 1013 Intro. to Sociology (SOCI 1301) (core 080)
Total Semester Hours: 15	Total Semester Hours: 15

Fourth Year Texas Woman's University

FIRST SEMESTER	SECOND SEMESTER
Choose Area of Emphasis with Advisor	Choose Area of Emphasis with Advisor
Choose Area of Emphasis with Advisor	Choose Area of Emphasis with Advisor
Choose Area of Emphasis with Advisor	Choose Area of Emphasis with Advisor
HS 4903 Professionalism & Ethics in Health Care	Choose Area of Emphasis with Advisor
HS 4903 Health Care in Multicultural Settings	HS 4743 Assessing, Planning & Evaluation for Professionals
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.

- * 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 Texas Woman's University.

*For questions about the University portion of this degree plan,
Contact the Academic Advising Office at (940) 898-2852.*