



AAS - Business Office Support Systems to
Bachelor of Applied Arts and Sciences
Guided Pathway
Effective for the 2018-2019 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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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 1132 – Environ. Science* (BIOL 2406)	^C PHYS 1062 – Stars & Universe* (PHYS 1403)
^C ENGL 1320 – College Writing II (ENGL 1302)	^C PHIL 4200 – Science, Technology & Society
^C ART 1300 – Art Appreciation* (ARTS 1301)	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.

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.

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