



AAS in Business Office Support Systems to  
Bachelor of Applied Arts and Sciences  
**Guided Pathway**  
2018-2019 Catalog



**BACHELOR OF APPLIED ARTS & SCIENCES**  
Experience  
Discovery  
Collaboration  
Application

**First Year – Collin College**

FIRST SEMESTER	SECOND SEMESTER
COSC 1301 – Introduction to Computing 1*	ACNT 1303 – Introduction to Accounting I
<sup>C</sup> ENGL 1301 – Composition I	<sup>C</sup> ECON 1301 – Introduction to Economics *
POFT 1307 – Proofreading and Editing	<sup>C</sup> MATH 1332 – Contemporary Mathematics*
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**

<sup>C</sup> HUMA 1301 Introduction to Humanities I*	ITSC 1304 Intro to Spreadsheets – Excel*
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Total Semester Hours: 6 SCH

**Second Year – Collin College**

It's best to apply to [University of North Texas](#) 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*	<sup>C</sup> SPCH 1311 – Introduction to Speech Communication*

Total Semester Hours: 12 SCH

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**AAS: Business Office Support Systems**

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> PSCI 2305 – American Gov't: Process & Policies (GOVT 2305)	<sup>C</sup> PSCI 2306 – American Gov't: Laws & Institutions (GOVT 2306)
<sup>C</sup> BIOL 1132 – Environ. Science* (BIOL 2406)	<sup>C</sup> PHYS 1062 – Stars & Universe* (PHYS 1403)
<sup>C</sup> ENGL 1320 – College Writing II (ENGL 1302)	BAAS 3020 – Fundamentals of Inquiry & Discovery
LTEC 3010 – Personal Development*	LTEC 4050 – Entrepreneurship and Performance Improvement*
ELECTIVE 3000+*	ELECTIVE 3000+*

Total Semester Hours: 15

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**Fourth Year – University of North Texas**

FIRST SEMESTER	SECOND SEMESTER
BAAS 3000 – Pathways to Civic Engagement	BAAS 4980 – Managing a 21 <sup>st</sup> Century Career
<sup>C</sup> HIST 2610 – US History to 1865 (HIST 1301)	<sup>C</sup> HIST 2620 – US History since 1865 (HIST 1302)
<sup>C</sup> ART 1300 – Art Appreciation for Non-Art Maj*(ARTS 1301)	<sup>C</sup> BCIS 3615 – Visual Display of Business Information*
LTEC 4060 – Project Management and Applied Technology Performance Improvement*	LTEC 4070 – Principles of Leadership, Empowerment and Team Building*
ELECTIVE 3000+*	ELECTIVE 3000+*

Total Semester Hours: 15

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**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.

\*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.

For questions about the UNT portion of this guided pathway,

Contact the Applied Arts and Science Academic Advising Office at (940) 369-8129 or [baas@unt.edu](mailto:baas@unt.edu)