



**Associate of Applied Science to  
Bachelor of Applied Arts & Sciences  
Guided Pathway  
Effective for the 2018-2019 Catalog**



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

**First Year – NCTC**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
POFT 1329 – Beginning Keyboarding	ACNT 1311 – Intro. to Computerized Accounting
POFT 1309 – Administrative Office Procedures I	POFI 1349 – Spreadsheets
POFI 2301 – Word Processing	POFT 1328 – Business Presentations
POFT 2331 – Administrative Project Solutions	POFI 2331 – Desktop Publishing
ACNT 1303 – Introduction to Accounting I	POFT 1319 – Records & Info. Management I

**Second Year – NCTC**

It is 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.

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
ITSW1307 – Databases	<sup>c</sup> MATH 1332 – Contemporary Mathematics
<sup>c</sup> ENGL 1301 – Composition I	POFT 2380 – Co Ed: Admin Asst. & Sec. Sci
BCIS 1305 – Business Computer Applications	<sup>c</sup> SPCH 1321 – Bus. & Professional Comm.
POFT 1325 – Bus. Math & Machine Applications	<sup>c</sup> ARTS 1301 – Art Appreciation*
POFT 2312 – Bus. Correspondence & Comm.	<sup>c</sup> ECON 2301 – Principles of Macroeconomics*

**AAS: Business Office Technology**

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**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
<sup>c</sup> PSCI 1040 – American Gov't: Laws & Institutions (GOVT 2306)	<sup>c</sup> PSCI 1050 – American Gov't: Process & Policies (GOVT 2305)
<sup>c</sup> BIOL 1112 – Contemp. Biology* (BIOL 1408)	<sup>c</sup> BIOL 1132 – Environ. Science* (BIOL 2406)
<sup>c</sup> ENGL 1320 – College Writing II (ENGL 1302)	BAAS 3020 – Fundamentals of Inquiry & Discovery
LTEC 3010 – Personal Development	LTEC 4000 – Principles of Training and Development
ELECTIVE 3000 or 4000+	ELECTIVE 3000 or 4000+

Total Semester Hours: 15

Total Semester Hours: 15

**Fourth Year – University of North Texas**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
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> PHIL 4200 – Science, Technology and Society*	<sup>c</sup> ENGL 2210 – Survey World Lit I* (ENGL 2332)
LTEC 4060 – Project Management	LTEC 4070 – Principles of Leadership & Team Building
ELECTIVE 3000 or 4000+	ELECTIVE 3000 or 4000+

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.**

- \* 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. Sometimes, taking a specific course to meet a Core requirement will also fulfill other requirements for your degree. If this course meets more than one requirement it is listed as the correct option (with no asterisk).
- () Course numbers shown in parentheses are equivalent to these courses at UNT.

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).