



**Office Systems Technology to  
Bachelor of Applied Arts and 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 (010)	C ECON 2301 – Macroeconomics* (080)
POFT 1307 – Proofreading and Editing	C MATH 1332 – Contemporary Mathematics (020)*
POFT 2301 – Intermediate Keyboarding	POFI 2301 – Word Processing – MS Word
POFT 2303 – Speed and Accuracy Building	POFT 1319 – Records and Information Management I

SUMMER SEMESTER	
C HUMA 1301 Introduction to Humanities I* (040)	ITSC 1304 Intro to Spreadsheets – Excel*

**Second Year – Collin County Community 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	POFT 1349 – Administrative Office Procedures II (Capstone)
ITSC 1309 – Integrated Software Applications I – MS Office	C SPCH 1311 – Introduction to Speech Communication* (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*

**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 – 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.*