

AAS. Office Technology Professional to
Bachelor of Applied Arts and Sciences
Guided Pathway
2019-2020 Catalog

First Year - Tarrant County College District

FIRST SEMESTER	SECOND SEMESTER
POFT 1329 - Beginning Keyboarding	POFI 2401 - Word Processing
ACNT 1303 - Introduction to Accounting	POFT 1409 - Administrative Office Procedures
POFT 1301 - Business English	ACNT 1311 - Intro to Computerized Accounting
ARTS 1301 (050) - Art Appreciation ^{C*}	SPCH 1321 (010) - Business & Professional Communication ^{C*}
GOVT 2306 - Texas Government ^{C*}	POFI 1449 - Spreadsheets

Second Year - Tarrant County College District

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
ITSW 1407 - Introduction to Database	ITNW 1425 - Fundamentals of Networking Technologies*
ENGL 1301 (010) - Composition I ^C	BUSI 2301 - Business Law*
POFT 1319 - Records and Information Management	POFT 2312 - Business Correspondence & Communication
ITSC 1425 - Personal Computer Hardware*	MATH 1314 (020) - College Algebra ^{C*}

AAS: Office Technology Professional

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
BAAS 3020 - Inquiry and Discovery	BAAS 3000 – Pathways to Civic Engagement
^C ENGL 1320 – College Writing II (010)	^C PSCI 2306 - US and Texas Constitutions and Institutions (070)
^C Social and Behavioral Sciences (080)	^C Life and Physical Science (030)
BCIS 2610 – Introduction to Computers in Business	BCIS 3610 – Basic Information Systems
3XXX-4XXX Concentration 3	3XXX-4XXX Concentration 3

Fourth Year - University of North Texas

FIRST SEMESTER	SECOND SEMESTER
^C HIST 2610 – US History to 1865 (060)	BAAS 4100 - Managing a 21 st Century Career
^C Component Area Option 3XXX-4XXX	^C HIST 2620 – US History since 1865 (060)
^C Life and Physical Science (030)	^C Humanities Course 3XXX-4XXX (040)
BCIS 3630 – Object-Oriented Programming for Business	BCIS 4620 – Introduction to Database Applications
3XXX-4XXX Concentration 3	3XXX-4XXX Concentration 3

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.

UNT Concentrations:

This plan illustrates one possible concentration. However, there are other possible concentrations that can be selected in conjunction with your academic advisor.