



AAS - Business Office Support Systems to
Bachelor of Applied Arts and Sciences in Business ^T
Guided Pathway
2021-2022 Catalog



First Year - Collin College

FIRST SEMESTER	SECOND SEMESTER
ACNT 1303 – Introduction to Accounting I	COSC 1301 – Introduction to Computing or BCIS 1305 (TSU requires)
POFT 1307 – Proofreading & Editing	^C ENGL 1301 – Composition I
POFT 1319 – Records & Information Management I	POFI 2301 – Word Processing - MS Word
POFT 1329 – Beginning Keyboarding	POFT 2301 – Intermediate Keyboarding
12 credit hours	12 credit hours
SUMMER SEMESTER	
^C HUMA 1301 – Intro. to Humanities I (see list below)	^C SPCH 1311 – Intro. to Speech Comm. (see list below)
6 credit hours	

Second Year - Collin College

FIRST SEMESTER	SECOND SEMESTER
ACNT 1311 – Intro. to Computerized Accounting	^C ECON 1301 – Intro. to Economics (see list below) (TSU requires ECON 2301)
ITSC 1309 – Integrated Software App. I - MS Office	ITSW 1304 – Introduction to Spreadsheet - Excel
POFT 2331 – Administrative Project Solutions	^C MATH 1332 – Contemporary Math (Quantitative Reasoning) (see list below)
*Elective (see list below)	*Elective (see list below)
12 credit hours	12 credit hours
SUMMER SEMESTER	
POFT 1349 – Admin. Office Procedures II (Capstone)	POFT 2312 – Bus. Correspondence and Communication
6 credit hours	

AAS: Business Office Support Systems

Contact your advisor at Collin College for information about applying for your associate degree.

^CCore Curriculum transferrable to any public college or university in Texas.

These courses may be completed at Collin College (if offered) or TSU	
^C HIST 1302 – United States History II	^C Creative Arts Core Elective
^C Life and Physical Science Core Elective (4 credits)	^C GOVT 2305 – Federal Government
^C ENGL 1302 – Composition II	^C GOVT 2306 – Texas Government
BUSI 2311 (BUSI 2305) - Business Statistics	BUSI 2301 - Business Law I
^C HIST 1301 – United States History I	^C Any Core Applicable Elective (1 credit min)
	^C Life and Physical Science Core Elective (4 credits)
Total Semester Hours: 16	Total Semester Hours: 17

Third Year – Tarleton State University

Students must fulfill Tarleton State University admission requirements which can be found on their website.

FIRST SEMESTER	SECOND SEMESTER
Tarleton Course	Tarleton Course
Tarleton Course	Tarleton Course
Tarleton Course	Tarleton Course
Tarleton Course	Tarleton Course
Total Semester Hours: 12	Total Semester Hours: 12

Fourth Year - Tarleton State University

FIRST SEMESTER
Tarleton Course
Tarleton Course
Tarleton Course
Tarleton Course
Total Semester Hours: 12

Total Degree Hours: 129

For questions about the University portion of this pathway, contact the Department of Management at 254-968-9098 or coba@tarleton.edu.



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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.

† Degree availability varies by campus; consult www.tarleton.edu for more information.

Collin Options:

Mathematics/Natural Sciences – choose one from: **MATH** 1314, 1316, 1324, 1325, 1332, 1342, 1350, 1351, 2305, 2318, 2320, 2412, 2413, 2414, 2415, **BIOL** 1406, 1407, 1408, 1409, 1414, 1415, 2401, 2402, 2402, 2404, 2406, 2416, 2420, 2421, **CHEM** 1405, 1411, 1412, 2423, 2425, **ENVR** 1401, 1402, **GEOL** 1401, 1402, 1403, 1404, 1445, 1447, **PHYS** 1401, 1402, 1403, 1404, 1405, 1410, 1415, 1417, 2425, 2426.

Humanities/Fine Arts – choose one from: **ARTS** 1301, 1303, 1304, 1313, **DANC** 2303, **DRAM** 1310, 2361, 2362, 2366, **ENGL** 2322, 2323, 2327, 2328, 2332, 2333, 2341, **HIST** 2311, 2312, 2321, 2322, **HUMA** 1301, **MUSI** 1306, 1307, 1310, **PHIL** 1301, 1304, 2303, 2306, 2307, 2321.

Social/Behavioral Sciences – choose one from: **ANTH** 2302, 2346, 2351, **ECON** 1301, 2301, 2302, **GOVT** 2305, 2306, **HIST** 1301, 1302, 2301, **PSYC** 2301, **SOCI** 1301, 1306.

Speech – choose one from: **SPCH** 1311, 1315, 1321.

*Elective (6 credit hours) – BMGT 1341, 1344, HITT 1305, 1311, 1353, ITSW 1310, TRVM 2301, 1327, any POFT course, or any POFI course.