



AAS - Business Office Support Systems to  
Bachelor of Science in Applied Science  
with a Business Administration Concentration<sup>T</sup>  
Guided Pathway  
2021-2022 Catalog



**First Year - Collin College**

FIRST SEMESTER	SECOND SEMESTER
ACNT 1303 – Introduction to Accounting I	COSC 1301 – Introduction to Computing <b>or</b> BCIS 1305
POFT 1307 – Proofreading & Editing	<sup>c</sup> 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	
<sup>c</sup> HUMA 1301 – Intro. to Humanities I (see list below)	<sup>c</sup> 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	<sup>c</sup> ECON 1301 – Intro. to Economics (see list below)
ITSC 1309 – Integrated Software App. I - MS Office	ITSW 1304 – Introduction to Spreadsheet - Excel
POFT 2331 – Administrative Project Solutions	<sup>c</sup> 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.

<sup>c</sup> Core Curriculum transferrable to any public college or university in Texas.

**These courses may be completed at CC (if offered) or TSU**

<sup>c*</sup> Life and Physical Science Elective (4 credits)	General Academic Elective
<sup>c</sup> HIST 1301 – United States History I	<sup>c</sup> GOVT 2306 – Texas Government
<sup>c</sup> GOVT 2305 – Federal Government	<sup>c</sup> HIST1302 – United States History II
<sup>c*</sup> Creative Arts Core Elective	<sup>c*</sup> Life and Physical Science Elective (4 credits)
<sup>c</sup> ENGL 1302 – Composition II	<sup>c*</sup> Any core course (1 credit)
Total Semester Hours: 16	Total Semester Hours: 14

**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: 126



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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>T</sup> Degree availability varies by campus; consult [www.tarleton.edu](http://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.