***AAS: BUSINESS OFFICE SUPPORT SYSYTEMS***

You will need to apply for the associate’s degree at your community college. Contact your advisor there for more information.

**First Year - Collin College**

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| **FIRST SEMESTER** | **SECOND SEMESTER** |
| ACNT 1303 - Introduction to Accounting I | COSC 1301 - Introduction to Computing 1 |
| POFT 1307 - Proofreading and Editing | ENGL 1301 - Composition I |
| POFT 1319 - Records and Information Management I | POFI 2301 - Word Processing – MS Word |
| POFT 1329 - Beginning Keyboarding | POFT 2371 - Strategies in social media |
| **Total Semester Hours: 12** | **Total Semester Hours: 12** |

**First Year - Summer**

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| **SUMMER SEMESTER** |
| HUMA 1301 - Introduction to Humanities I (See [Humanities / Fine Arts](https://www.collin.edu/academics/programs/AAS_GenEd.html) options) |
| SPCH 1311 - Introduction to Speech Communication (See [Speech](https://www.collin.edu/academics/programs/AAS_GenEd.html) options) |
| **Total Semester Hours: 6** |

**Second Year - Collin 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.

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| **FIRST SEMESTER** | **SECOND SEMESTER** |
| ACNT 1311 - Introduction to Computerized Accounting | ECON 1301 - Introduction to Economics  (See [Social / Behavioral Science](https://www.collin.edu/academics/programs/AAS_GenEd.html) options) |
| ITSC 1309 - Integrated Software Applications I – MS Office | ITSW 1304 - Introduction to Spreadsheet – Excel |
| POFT 2331 - Administrative Project Solutions | MATH 1332 - Contemporary Mathematics  (Quantitative Reasoning) (See [Mathematics](https://www.collin.edu/academics/programs/AAS_GenEd.html) options) |
| ELECTIVE\* | ELECTIVE\* |
| **Total Semester Hours: 12** | **Total Semester Hours: 12** |

**Second Year – Summer**

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| **SUMMER SEMESTER** |
| POFT 1349 - Administrative Office Procedure II (Capstone) |
| POFT 2312 - Business Correspondence and Communication |
| **Total Semester Hours: 6** |

***BAAS: Applied Arts & Sciences***

Upon admittance into the University of North Texas, students pursuing the Bachelor of Applied Arts & Sciences degree will need to complete *a minimum of 60 credit hours* to meet the 120-hour requirement for this degree program. Of those 60 hours, 36 hours must be advanced-level (3000-4000 level) and 24 of the 36 advanced hours must be completed in residence at UNT. A total of 30 hours must be completed at UNT to meet the university’s residency requirement.

A diagram of a pyramid

Description automatically generated

Students will select professional development concentrations and/or a focus area in consultation with a CACS advisor. Please contact the College of Applied and Collaborative Studies Advising Office at [CACS@unt.edu](mailto:CACS@unt.edu) for assistance regarding customized concentrations and focus area options, and unofficial degree plans.

**This is not an official degree plan***.* **Check with a Collin College and UNT CACS 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
* **\***  Limited Focus Area options and number of advanced hours vary between (15-24 hours)