***AAS in* Office and Computer Technology**

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

**First Year - Grayson College**

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| **FALL TERM** | **SPRING TERM** |
| ENGL 1301 - Composition I | POFT 2312 - Business Correspondence & Communication |
| POFT 1301 - Business English | POFI 1301 - Computer Applications I |
| ACNT 1303 - Introduction to Accounting I | POFI 2301 - Word Processing |
| General Education - Social and Behavioral Science Core | POFT 2303 - Speed and Accuracy Building  **OR**  ARTC 1325 - Introduction to Computer Graphics |
| ACNT 1304 - Introduction to Accounting II | General Education - Mathematics/Life and Physical Sciences Core |
| **Total Semester Hours: 15** | **Total Semester Hours: 15** |

**Second Year – Grayson 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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| **FALL TERM** | **SPRING TERM** |
| SPCH 1311 - Introduction to Speech Communication  **OR**  SPCH 1321 - Business and Professional Communication | POFT 2331 - Administrative Project Solutions |
| General Education - Language, Philosophy, and Culture/Creative  Arts Core | ACNT 1313 - Computerized Accounting Applications |
| ITSW 1304 - Introduction to Spreadsheets | ITSW 1307 - Introduction to Database |
| ITSC 2321 - Integrated Software Applications II | POFT 1313 - Capstone Professional Workforce Preparation |
| \*Elective | \*Elective |
| **Total Semester Hours: 15** | **Total Semester Hours: 15** |

***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)