



AAS Business Office Support Systems
Guided Pathway
Effective beginning with the 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
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 Humanities/Fine Arts (see list below)	^c Speech (see list below)
6 credit hours	

Second Year - Collin College

FIRST SEMESTER	SECOND SEMESTER
ACNT 1311 Intro. to Computerized Accounting	^c Social/Behavioral Sciences (see list below)
ITSC 1309 Integrated Software App. I - MS Office	ITSW 1304 Introduction to Spreadsheet - Excel
POFT 2331 Administrative Project Solutions	^c Mathematics (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	

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

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

Collin Options:

Mathematics – choose one from: **MATH** 1314, 1316, 1324, 1325, 1332, 1342, 1350, 1351, 2305, 2318, 2320, 2412, 2413, 2414, 2415

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