



AAS Business Office Support Systems  
**Guided Pathway**  
 Effective beginning with the 2023-2024 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	<sup>c</sup> ENGL 1301 Composition I
POFT 1319 Records & Information Management I	POFI 2301 Word Processing - MS Word
POFT 1329 Beginning Keyboarding	POFT 2371 Strategies in Social Media
12 credit hours	12 credit hours
SUMMER SEMESTER	
<sup>c</sup> Humanities/Fine Arts (see list below)	<sup>c</sup> Speech (see list below)
6 credit hours	

**Second Year - Collin College**

FIRST SEMESTER	SECOND SEMESTER
ACNT 1311 Intro. to Computerized Accounting	<sup>c</sup> 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	<sup>c</sup> MATH 1332 Contemporary Mathematics -Quantitative Reasoning or (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**

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

**Collin Options:**

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

**Mathematics** – choose one from: **MATH** 1314, 1316, 1324, 1325, \*1332, 1342, 1350, 1351, 2305, 2318, 2320, 2412, 2413, 2414, 2415. (\* Check with academic advising regarding degree applicability. Some majors or institutions may require a higher-level mathematics course.)

**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

(See the specific degree plan to determine if there are any Speech requirements. Not all AAS degree plans have these requirements.)