

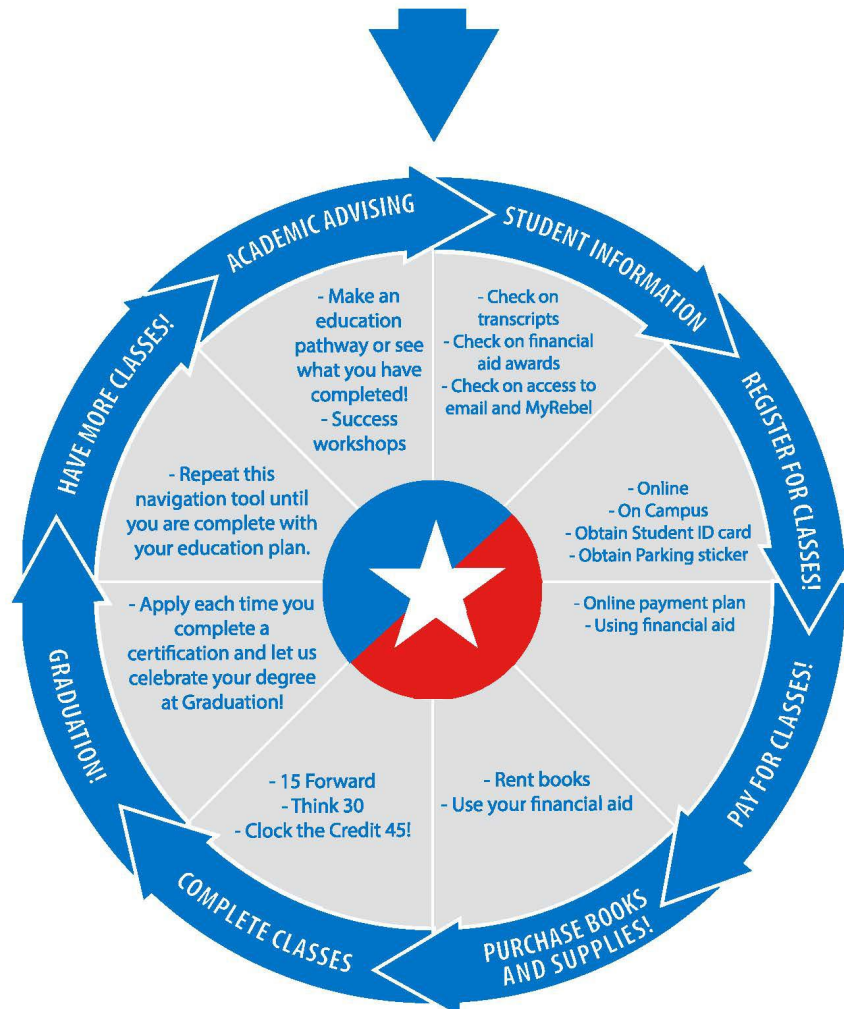


OFFICE ADMINISTRATION TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

Yesterday's secretary has been replaced by today's administrative assistant-individuals who thrive in fast-paced office settings and are skilled in communications, office systems and computer applications such as word processing and spreadsheets. Administrative assistants oversee and coordinate office procedures in all types of sizes of companies.

Managers in virtually every industry are increasingly turning to their administrative assistants for office management expertise, support and efficiency. At Hill College, you'll learn how to respond to the demands of a dynamic computerized work environment. You will develop your integrated software knowledge, oral and written communication skills and office systems processes to prepare you for a career that is growing in numbers and value.

Submit Apply Texas application, submit FAFSA, request official transcripts, submit test scores and provide proof of Meningitis shot.



For more information, contact:



2022/2023 EDUCATION PLAN OFFICE ADMINISTRATION ASSOCIATE OF APPLIED SCIENCE

Transfer students should review all transcripts with an academic advisor to determine if the courses apply to this education plan.

Name: _____ Student ID#: _____

Texas State Initiative (TSI) status Complete: _____ Incomplete: _____ (see advisor)

AAS 4142 Office Administration Associate of Applied Science		60 Hours	TSI Waived	
Office Support I Certificate (18 Hours)				
CC 4146	Certificate of Completion	TSI Waived		
Course	Title	Date completed	Grade	
POFT 1313	Professional Workplace Preparation			
POFT 1319	Records & Information Management I			
POFT 1329	Beginning Keyboarding			
POFI 1349	Spreadsheets			
POFI 2301	Word Processing			
POFT 2312	Business Correspondence & Communications			
Office Support II Certificate (15 Hours)				
CC 4145	Certificate of Completion Ψ	TSI Required		
Course	Title	Date completed	Grade	
POFT 1309	Administrative Office Procedures I			
POFT 1321	Business Math			
POFT 1328	Business Preparations			
POFT 1359	Records and Information Management I			
POFT 2301	2301 Intermediate Keyboarding			
Office Administration Certificate (15 Hours)				
CT 4150	Certificate of Technology $\Psi\Psi$	TSI Required		
Course	Title	Date completed	Grade	
BCIS 1305	Business Computer Applications			
ITSW 2334	Advanced Spreadsheets			
POFT 1349	Administrative Office Procedures II			
POFI 2340	Advanced Word			
SPCH 1315	Public Speaking			
Office Administration Technology (12 Hours)				
AAS 1442	Associate of Applied Science	TSI Required		
Course	Title	Date completed	Grade	
ENGL 1301	Composition I			
MATH	College Level Mathematics*			
ELECTIVE	Social and Behavioral Sciences \P			
ELECTIVE	Language, Philosophy & Culture or Creative Arts Core \P			

*See Core Curriculum for course options

\P See course description for elective options

Ψ -Prerequisite CC 4146

$\Psi\Psi$ Prerequisite(s) CC 4146 & CC 4145

For more information, contact:

Pathway: 817-760-7912 | Student Information Services: 254.659.7600 | Academic Advising: 254.659.7650