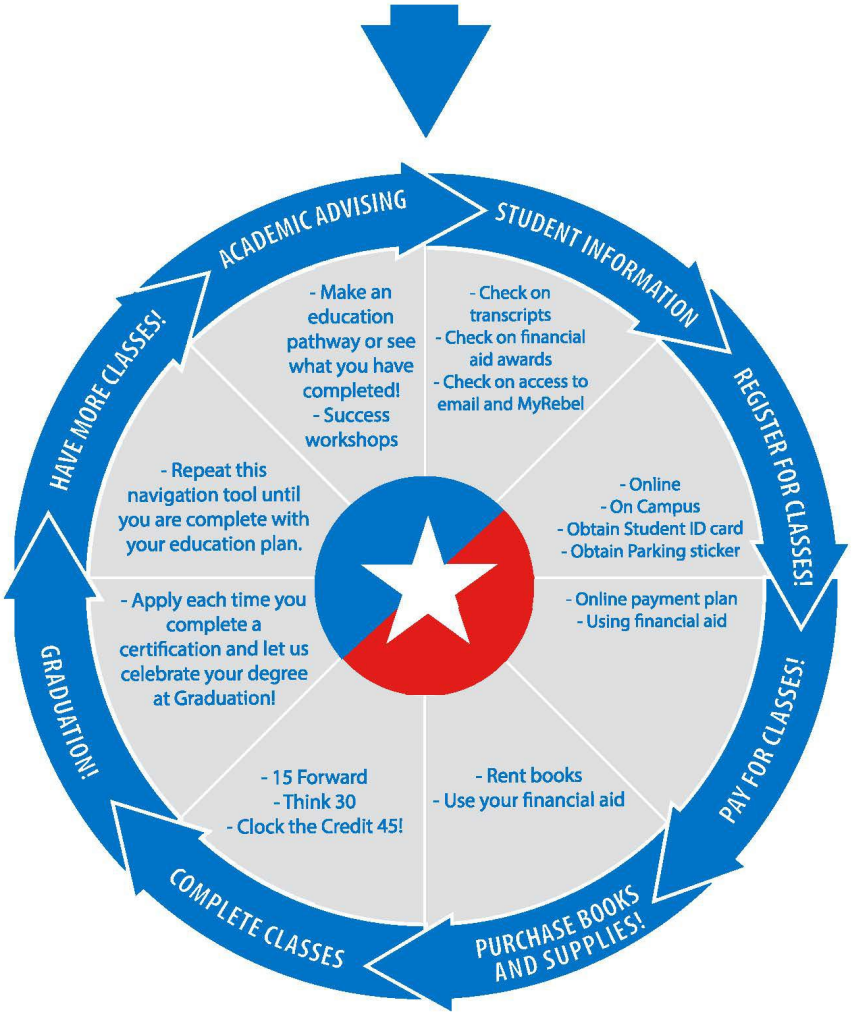
Business & Industry

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Yesterday's secretary has been replaced by today's administrative assistant-individuals who thrive in fast-paced office settings and are skilled in communications, office systems and computer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 offical transcripts, submit test scores and provide proof of Meningitis shot.



For more information, contact:

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

Nov 2022

Business & Industry

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 ΨΨ**	**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*		
ELECTIVE	Language, Philosophy & Culture or Creative Arts Core*		

*See Core Curriculum for course options
¶See course description for elective options
Ψ-Prerequisite CC 4146
ΨΨ Prerequisite(s) CC 4146 & CC 4145

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