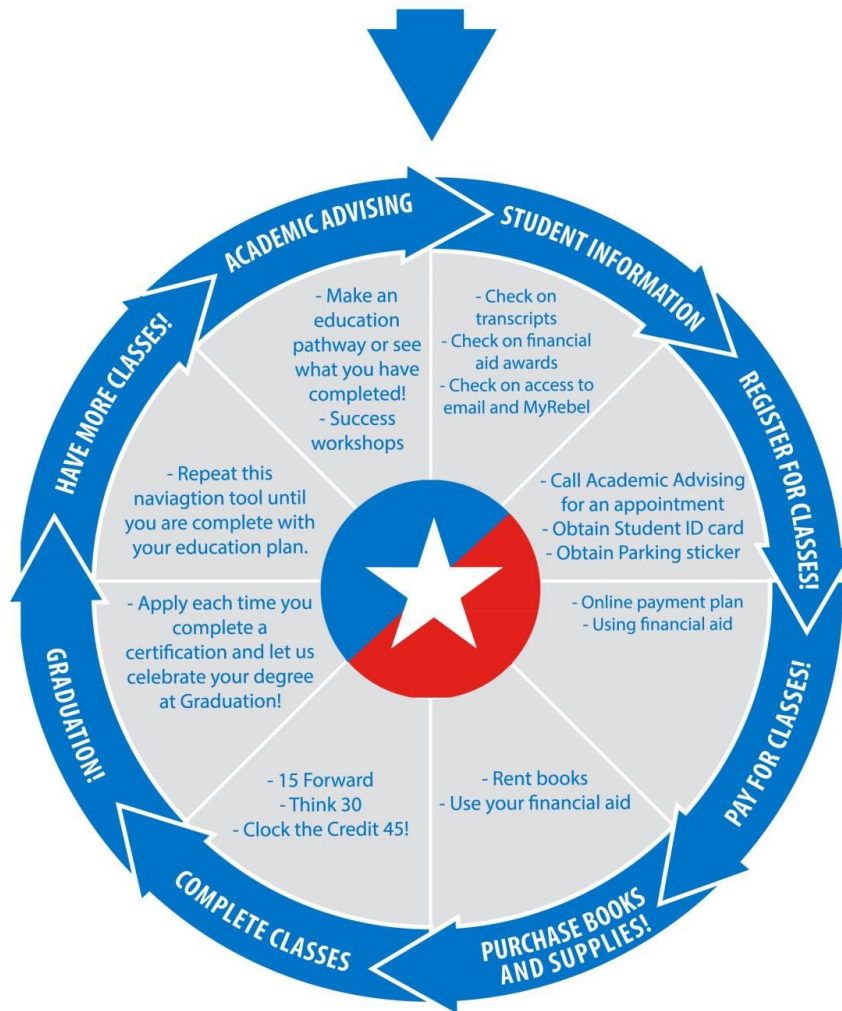




Office Administration Technology AAS Education Plan

Yesterday's secretary has been replaced by today's administrative assistant-individuals who thrive in fast-paced office settings and are skilled in communications, office systems and computer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:

Division: 817.760.5921 | Student Information Services: 254.659.7600 | Academic Advising: 254.659.7650



Office Administration Technology AAS Education Plan

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)

MC 4146 Office Support I Certificate of Completion 18 hours (TSI Waived)			
Course	Title	Date completed	Grade
POFT 1329	Beginning Keyboarding		
POFT 1313	Professional Workplace Preparation		
POFI 1349	Spreadsheets		
POFI 2301	Word Processing		
POFT 2312	Business Correspondence and Communications		
POFT 1319	Records and Information Management I		

MC 4145 Office Support II Certificate of Completion 33 Hours (TSI Waived) Requires Office Support I Certificate of Completion			
Course	Title	Date completed	Grade
POFT 1309	Administrative Office Procedures I		
POFT 2301	Intermediate Keyboarding		
POFT 1321	Business Math		
POFI 2331	Desktop Publishing		
POFT 1359	Records and Information Management II		

MC 4150 Office Administration Certificate of Technology 48 Hours (TSI Required) Requires Completion of Office Support I and Office Support II			
Course	Title	Date completed	Grade
POFI 2340	Advanced Word		
POFT 1349	Administrative Office Procedures II		
ITSW 2334	Advanced Spreadsheets		
SPCH 1315	Public Speaking		
BCIS 1305	Business Computer Applications		

MC 4142 Office Administration Associate of Applied Science 60 Hours (TSI Required) Requires Completion of Office Support I, Office Support II and Office Administration Certificate of Technology *See Core Curriculum for course options			
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		

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