



Pathway to Success

Office Administration Technology 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#:
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Start Date:	Semester/Year:
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Texas State Initiative (TSI) status. Complete: Waived: Incomplete: (Complete section directly below.)

Developmental Coursework Requirements					
Course	Date completed	Grade	Course	Date completed	Grade
READ 0302/0102			MATH 0302/0202		
READ 0302			Math 0302		
INRW 0303			Math 0303		
ENGL 0302/0102					
ENGL 0302					

Students should begin with the first Certificate of Completion listed below.

MC 4146	Office Support I Certificate of Completion	18 Hours	(TSI Waived)
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Course	Title	Date completed	Grade
POFT 1329	Beginning Keyboarding		
POFT 1220	Job Search Skills		
POFT 1321	Business Math		
POFI 1349	Spreadsheets		
POFT 1301	Business English OR HITT 1305 Medical Terminology		
POFI 2301	Word Processing		
PSYC 1100	Learning Framework		

MC 4145	Office Support II Certificate of Completion	36 Hours	(TSI Waived)
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Course	Title	Date completed	Grade
<i>Completion Of Office Support I Certificate of Completion</i>			
POFT 1309	Administrative Office Procedures I		
POFT2301	Intermediate Keyboarding		
POFT 1319	Records & Information Management I		
POFT 1328	Business Presentations		
ITSW 2334	Advanced Spreadsheets		
ACNT 1303	Introduction To Accounting I		

MC 4142	Office Administration Associate of Applied Science	60 Hours	(TSI Required)
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Course	Title	Date completed	Grade
<i>Completion of Office Support I Certificate of Completion</i>			
<i>Completion of Office Support II Certificate of Completion</i>			
POFI 2350	Databases		
ACNT 1304	Intro to Accounting II		
SPCH 1315	Public Speaking		

Associate of Applied Science Academic Specific Courses

ENGL 1301	Composition I		
*MATH	College Level Mathematics		
BCIS 1305	Business Computer Applications		
*ELECTIVE	Social and Behavioral Sciences		
*ELECTIVE	Language, Philosophy & Culture or Creative Arts Core		

*See Core Curriculum for course options.

Comments: