

2008-2009

ADMINISTRATIVE OFFICE CAREERS
Associate of Applied Science
Office Management

STUDENT NAME _____ SS# _____
ADDRESS _____ CITY, STATE, & ZIP CODE _____
TELEPHONE (DAY) _____ EVE _____ ENROLLMENT DATE _____

PLACEMENT TESTING:

Alternative Exam:	Read	Writing	Math	*TSI COMPLETE/EXEMPT/WAIVED DATE:
Accuplacer/ASSET/COMPASS/THEA	_____	_____	_____	
ACT	_____	_____	_____	
SAT	_____	_____	_____	

*Texas Success Initiative Rules

DEVELOPMENTAL COURSES (enter grade)

Reading: _____ None	_____ READ 70	_____ READ 80	_____ READ 90	_____ Orin 101 - College Success
Writing: _____ None	_____ ENGL 71	_____ ENGL 81	_____ ENGL 91	_____ Non Course Remediation
Math: _____ None	_____ MATH 80	_____ MATH 85	_____ MATH 90	_____ Non Course Remediation

Major Courses			SCH	COLLEGE	SEM/YR	GRADE	COMMENTS
FIRST YEAR - FALL SEMESTER							
POFI	2301	Word Processing	3				
POFT	1301	Business English	3				
POFT	1309	Administrative Office Procedures I	3				
POFT	1329	Beginning Keyboarding	3				
PSYC	2301	General Psychology	3				
FIRST YEAR - SPRING SEMESTER							
POFI	2340	Advanced Word Processing	3				
POFT	1328	Business and Professional Presentations	3				
POFI	1349	Spreadsheets	3				
POFT	1319	Records and Information Management I	3				
POFT	2312	Business Correspondence & Communication	3				
SUMMER SESSION							
POFT	1349	Administrative Office Procedures II	3				
SECOND YEAR - FALL SEMESTER							
ACNT	1303	Introduction to Accounting I	3				
POFT	2331	Administrative Systems	3				
SPAN	2313	Spanish for Spanish Speakers I or ARTS 1301	3				
SPCH	1321	Business & Professional Speaking	3				
SECOND YEAR - SPRING SEMESTER							
BMGT	1301	Supervision	3				
ENGL	1301	Composition	3				
POFT	2303	Speed and Accuracy Building	3				
		**Mathematics / Natural Sciences Elective	4				
SECOND YEAR - SUMMER							
POFT	2264	CAPSTONE: Practicum	2				

IDENTIFIES COURSES TO FULFILL MINIMUM 15 CREDIT HOUR GENERAL EDUCATION REQUIREMENT

**Students must take a 4 credit hour course in order to fulfill the MATH /Natural Sciences Elective.

STUDENT'S SIGNATURE _____ DATE _____ FACULTY/ADVISOR'S SIGNATURE _____ DATE _____

2008-2009 Office Management, Associate of Applied Science

PRE-REQUISITES:

POFI	2301	WORD PROCESSING <i>Prerequisite: POFT 1227 or permission from the department.</i>
POFT	1301	BUSINESS ENGLISH <i>Prerequisite: None.</i>
POFT	1309	ADMINISTRATIVE OFFICE PROCEDURES I <i>Prerequisite: None.</i>
POFT	1329	BEGINNING KEYBOARDING <i>Prerequisite: POFT 1227 or permission from the department.</i>
PSYC	2301	GENERAL PSYCHOLOGY <i>Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.</i>
POFI	2340	ADVANCED WORD PROCESSING <i>Prerequisite: POFI 2301.</i>
POFT	1328	BUSINESS AND PROFESSIONAL PRESENTATIONS <i>Prerequisite: POFT 1227 or permission from the department.</i>
POFT	1349	ADMINISTRATIVE OFFICE PROCEDURES II <i>Prerequisite: POFT 1309, POFT 1319, POFI 1349, POFI 2340, and POFT 1328.</i>
POFT	1319	RECORDS AND INFORMATION MANAGEMENT I <i>Prerequisite: None.</i>
POFT	2312	BUSINESS CORRESPONDENCE & COMMUNICATION <i>Prerequisite: POFT 1301.</i>
POFI	1349	SPREADSHEETS <i>Prerequisite: None.</i>
ACNT	1303	INTRODUCTION TO ACCOUNTING I <i>Prerequisite: READ 0080 and MATH 0080 or equivalent.</i>
POFT	2331	ADMINISTRATIVE SYSTEMS <i>Prerequisite: POFT 1349 or POFL 1340.</i>
SPAN	2313	SPANISH FOR SPANISH SPEAKERS I <i>Prerequisite: None.</i>
ARTS	1301	ART APPRECIATION <i>Prerequisite: READ 0080 or equivalent.</i>
SPCH	1321	BUSINESS & PROFESSIONAL SPEAKING <i>Prerequisite: Completion of READ 0080 or equivalent.</i>
BMGT	1301	SUPERVISION <i>Prerequisite: None.</i>
ENGL	1301	COMPOSITION <i>Prerequisite: A score of 60+/E-6, E-7, E-8 or 80+/E-5 on the ACCUPLACER Exam for Writing, equivalent placement score, or completion of ENGL 0091 with a grade of "C" or better; <u>and</u> a score of 61 on the ACCUPLACER Exam for Reading, the completion of READ 0080 or equivalent.</i>
POFT	2303	SPEED AND ACCURACY BUILDING <i>Prerequisite: POFT 1329.</i>
POFT	2264	CAPSTONE: PRACTICUM <i>Prerequisite: Students enrolled in the certificate program must have completed 30 semester credit hours. Students enrolled in the Associate Degree Program must have completed 46 semester credit hours.</i>

MATHEMATICS / NATURAL SCIENCES ELECTIVE - 4 CREDITS (Depending on the course, check the catalog for pre-requisites.)