



South Texas College
Six-Year College Tech Prep Program Degree Plan
Associate of Applied Science Degree in Office Management
SOUTH TEXAS ISD-Med High



High School 4 Year Program					College Six-Semester Program					
Subject	9	10	11	12	Sem. 1	Sem. 2	Summer I	Sem. 3	Sem. 4	Summer II
	Full Yr	Full Yr	Full Yr	Full Yr						
English (4)	English I	English II	English III (*English III AP for ENGL 1301 & ENGL 1302)	English IV					*ENGL 1301 Composition	
Math (4)	Algebra I or Algebra II	Geometry or Algebra II	Algebra II or Pre-Calculus (*Pre-Calculus Pre-AP for MATH 1414 and MATH 2412)	Pre-Calculus or Calculus					*Math/Natural Sciences Elective (MATH 1414 or MATH 2412 or BIOL 1408 or BIOL 1409)	
Science (4)	Biology (*Biology AP for BIOL 1408 and BIOL 1409)	Chemistry	Physics	Advanced Science						
Humanities/Social Studies (4)	World Geography	World History	US History	Government and Economics	PSYC 2301 General Psychology					
Foreign Language (2 Rec., 3 DAP) / Fine Arts (1)	Foreign Language I	Foreign Language II	Foreign Language III	Fine Arts Elective				SPAN 2313 Spanish for Spanish Speakers I or ARTS 1301		
PE (1.5) /Health (.5) /Speech (.5)	PE	PE & Health	Speech					*SPCH 1321 Business and Professional Speaking		
Technology Applications (1)	BCIS I					POFI 2340 Advanced Word Processing				
Career Electives (3.5 Rec. 2.5 DAP)		***Accounting I (1202210T)			POFT 1301 Business English	POFT 1328 Business & Professional Presentations	POFI 1349 Spreadsheets	***ACNT 1303 Introduction to Accounting		
Additional Tech Prep and CTE Courses				***Administrative Procedures Career Preparation-3 credits with Administrative Procedures work-based learning (1209910T)	***POFT 1309 Administrative Office Procedures I	*POFT 1349 Administrative Office Procedures II		POFT 2331 Administrative Systems	POFT 2303 Speed and Accuracy Building	
Additional Tech Prep and CTE Courses	***Business Management (1202250T) AND Business Ownership (1202260T)				POFI 2301 Word Processing I	POFT 1319 Records and Information Management I			***BMGT 1301 Supervision	
Additional Tech Prep and CTE Courses					POFT 1329 Beginning Keyboarding	POFT 2312 Business Correspondence & Communication				POFT 2264 CAPSTONE: Practicum
EXIT POINTS										AAS Degree--Office Management
LEGEND:					ATC Crosswalk with STC Courses					
* This course is an academic course available through STC dual enrollment.					High School Course					
** This course is a technical course available through STC dual enrollment.					STC Credit Granted					
***This course is eligible for ATC credit with STC if taught by a certified High School Instructor.					Administrative Procedures Career Preparation-3 credits (1209910T)					
****This course is a technical course available through ATC credit or Dual Enrollment with STC.					Business Management-1/2 Credit (1202250T) and Business Ownership-1/2 Credit (1202260T)					
NOTE: This degree transfers in to the Bachelor of Applied Technology in Technology Management or Computer & Information Technologies at South Texas College.					Accounting I (120210T)					
					ACNT 1303-Introduction to Accounting					