<table>
<thead>
<tr>
<th>Major Courses</th>
<th>SCH</th>
<th>COLLEGE SEM/YR</th>
<th>GRADE</th>
<th>COMMENTS</th>
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<tr>
<td><strong>FIRST YEAR - FALL SEMESTER</strong></td>
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<tr>
<td>POFI 2301 Word Processing</td>
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<td>POFT 1301 Business English</td>
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<td>POFT 1309 Administrative Office Procedures I</td>
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<td>POFT 1329 Beginning Keyboarding</td>
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<td><strong>FIRST YEAR - SPRING SEMESTER</strong></td>
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<td>POFT 1349 Spreadsheets</td>
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<td>POFT 2340 Advanced Word Processing</td>
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<td>POFT 1319 Records and Information Management I</td>
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<td>POFT 1328 Business Presentations</td>
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<td>POFT 2312 Business Correspondence &amp; Communication</td>
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<td><strong>FIRST YEAR - SUMMER</strong></td>
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<td>POFT 1349 Administrative Office Procedures II</td>
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<td>POFT 2264 CAPSTONE: Practicum</td>
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**Placement Testing:**
- Alternative Exam:
  - Read
  - Writing
  - Math
- *TSI COMPLETE/EXEMPT/WAIVED DATE:*
- Accuplacer/ASSET/COMPASS/THEA
- ACT
- SAT

**Developmental Courses (enter grade):**
- Reading: None
  - Read 70
  - Read 80
  - Read 90
- Writing: None
  - English 71
  - English 81
  - English 91
- Math: None
  - Math 80
  - Math 85
  - Math 90

**Texas Success Initiative Rules:**
- Orin 101 - College Success

**Student's Signature:**
- Date

**Faculty/Advisor's Signature:**
- Date
2011-2012 Office Specialist, Certificate

PRE-REQUISITES:

**POFI 2301** WORD PROCESSING
Prerequisite: POFT 1227 or permission from the department.

**POFT 1301** BUSINESS ENGLISH
Prerequisite: None.

**POFT 1309** ADMINISTRATIVE OFFICE PROCEDURES I
Prerequisite: None.

**POFT 1329** BEGINNING KEYBOARDING
Prerequisite: POFT 1227, or permission from the department.

**POFI 1349** SPREADSHEETS
Prerequisite: None.

**POFI 2340** ADVANCED WORD PROCESSING
Prerequisite: POFI 2301.

**POFT 1319** RECORDS AND INFORMATION MANAGEMENT I
Prerequisite: None.

**POFT 1328** BUSINESS PRESENTATIONS
Prerequisite: POFT 1227 or permission from the department.

**POFT 2312** BUSINESS CORRESPONDENCE & COMMUNICATION
Prerequisite: POFT 1301.

**POFT 1349** ADMINISTRATIVE OFFICE PROCEDURES II
Prerequisite: POFT 1309, POFT 1319, POFI 1349, POFI 2340, and POFT 1328.

**POFT 2264** CAPSTONE: PRACTICUM
Prerequisite: Students enrolled in the certificate program must have completed 30 semester credit hours.