

Last Name	First Name	MI	I.D. Number	Date

Is remediation required?  Yes  No

TASP passed:  Reading  Math  Writing

Freshman Year Sem I	Sub No.	Grade	Sophomore Year Sem I	Sub No.	Grade
POFT 1227-Intro to Keyboarding <sup>1,2</sup> <b>OR</b> POFT 2203-Speed & Accuracy			POFI 2340- Advanced Word Processing (Offered only in <b>Fall</b> )		
ACNT 1303-Intro to Acct. <sup>2</sup> <b>OR</b> ACCT 2401-Prin. Financial Acct.			ITSW 1307-Intro to Database		
<b>PHIL 2374-Critical Thinking</b>			ITSW 1304 – Intro. to Spreadsheets		
POFT 1301 – Business English			POFT 2301- Intermediate Keyboarding		
POFT 1309-Admin Office Proc I (Offered only in <b>Fall</b> )			POFT 2486-Internship Administrative Asst <sup>3</sup> (offered only in <b>Fall</b> )		
<b>Total Hours Recommended: 14/15</b>			<b>Total Hours Recommended: 16</b>		
Freshman Year Sem II	Sub No.	Grade	Sophomore Year Sem II	Sub No.	Grade
<b>Math Elective (college-level) OR Natural Science Elective<sup>5</sup></b>			ARTC 2313-Digital Publishing II (Offered only in <b>Spring</b> )		
POFT 2312-Business Correspondence and Communication (Offered only in <b>Spring</b> )			ARTC 1302-Digital Imaging I		
ITSW 1301-Intro to Word Processing <sup>2</sup>			BMGT 1325-Office Mgmt.		
POFT 1321-Business Math			POFT 2333-Advanced Keyboarding <sup>4</sup>		
ARTC 1313-Digital Publishing I <sup>2</sup> (Offered only in <b>Spring</b> )			POFT 2487-Internship Administrative Assistant <sup>3</sup> (Offered only in <b>Spring</b> )		
<b>Total Hours Recommended: 15</b>			<b>Total Hours Recommended: 16</b>		
Summer I	Sub No.	Grade	<sup>1</sup> May be waived if the student has taken a keyboarding course (touch method) or if the student can keyboard by touch at least 30 words a minute. A keyboarding test is required. <sup>2</sup> May be eligible for articulation through high school Tech-Prep or by individual courses from high school. See your high school counselor for information. <sup>3</sup> Student must meet Guidelines for Internships (page 60 of General Catalog) and have approval of the program director to enroll in this course. <sup>4</sup> POFT 2333 is the CAPSTONE course. <sup>5</sup> See Back.		
<b>SPEECH Elective<sup>5</sup></b>					
<b>GOVT 2305 OR 2306 OR ECON 1301</b>					
<b>Total Summer I Hours: 6</b>					
Summer II	Sub No.	Grade			
<b>SOCI 1301 OR PSYC 2301</b>					
<b>Total Summer II Hours: 3</b>					

I plan to receive the Associate in Applied Science (A.A.S) Degree in **Microcomputer Applications**. I understand this degree plan will determine my eligibility for graduation and all course substitutions must be approved by the Dean of Workforce Education. I must earn a minimum of **70 or 71 semester college-level credit hours** and must meet all other requirements. Students under the Texas Higher Education Assessment (THEA) must pass all sections of the test to qualify for a degree.

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Advisor's Signature

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Student's Signature

## 5 GENERAL EDUCATION REQUIREMENTS

Students seeking an AAS degree must have a minimum of 15 semester hours in general education. The 15 hours of general education must include at least one course in each of the following three areas: humanities/fine arts, social/behavioral sciences, and mathematics/natural sciences.

<b>Mathematics</b>	MATH 1314, 1324, 1332, 1342, 2412, 2413
<b>Natural Science</b>	BIOL 1408, 1411, 1413, CHEM 1405, 1407, 1411, 1412 ENVR 1301* GEOL 1403, 1404 PHYS 1401, 1402, 1405, 1407, 2425, 2426 *If the student plans to attend a 4-year university, both ENVR 1301 and ENVR 1101 must be taken.
<b>Humanities</b>	COMM 1307 ENGL 2322, 2323, 2327, 2328, 2332, 2333, or 2379 HUMA 2319 PHIL 1301, 2303, 2306, 2374
<b>Fine Arts</b>	ARTS 1301, 1303, 1304 DRAM 1310, 2361, 2362 MUSI 1306, 1308, 1309, 1310
<b>Social/Behavioral Science</b>	ANTH 2346 ECON 1301, 2301, 2301 HIST 1301, 1302 GOVT 2305, 2306 PYSC 2301 SOCI 1301
<b>Speech Communication</b>	SPCH 1301, 1311, 1315, 1318, 1321

Is remediation required? \_\_\_\_\_ Yes \_\_\_\_\_ No

THEA Test or ACCUPLACER      Date \_\_\_\_\_

Reading \_\_\_\_\_

Math \_\_\_\_\_

Writing \_\_\_\_\_

**If the student does not pass two or more sections of the test, she/he must take COSU 0101 with READ 300 or 301. If the student is ready for Reading 302, she/he must take PSYC 1300. PSYC 1300 will count for Social Behavioral Science (PSYC 2301 or SOCI 1301). If the student must take Reading 300 or 301, she/he will take both COSU 0101 with Reading 300 or 301 and PSYC 1300 with Reading 302.**

**NOTES:**

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