



ADMINISTRATIVE ASSISTANT—A.A.S. DEGREE
Official Degree Plan of Office Technology Careers
McLENNAN COMMUNITY COLLEGE



| Last Name | First Name | MI | I.D. Number | Date |
|-----------|------------|----|-------------|------|
| | | | | |

Is remediation required? Yes No

THEA passed: Reading Math Writing

| Freshman Year Sem I | Sub No. | Grade | Sophomore Year Sem I | Sub No. | Grade |
|---|---------|-------|--|---------|-------|
| POFT 1227-Intro to Keyboarding ^{1,2} OR POFT 2203-Speed & Accuracy Building | | | ITSW 1307-Intro to Database | | |
| POFT 1309-Admin Office Proc. I (Offered only in Fall) | | | POFT 2301 – Intermediate Keyboarding | | |
| ACNT 1303-Intro to Accounting I ² OR ACCT 2401- Prin. of Finance Accounting | | | POFT 2486-Internship Administrative Assistant ³ (Offered only in Fall) | | |
| POFT 1301 – Business English | | | ITSW 1304-Intro to Spreadsheets | | |
| POFT 1321- Business Math | | | POFI 2340- Advanced Word Processing (Offered only in Fall) | | |
| BMGT 1303-Principles of Mgmt. | | | | | |
| Total Hours Recommended: 17/18 | | | Total Hours Recommended: 16 | | |

| Freshman Year Sem II | Sub No. | Grade | Sophomore Year Sem II | Sub No. | Grade |
|---|---------|-------|--|---------|-------|
| PHIL 2374-Critical Thinking | | | ARTC 1313 -Digital Publishing I ² (Offered only in Spring) | | |
| Math Elective (college-level) OR Natural Science Elective ⁵ | | | BMGT 1325-Office Mgmt. (Offered only in Spring) | | |
| POFT 2312-Business Correspondence and Communications (Offered only in Spring) | | | POFT 2333-Advanced Keyboarding ⁴ | | |
| ITSW 1301-Intro to Word Processing ² | | | POFT 2321-Machine Transcription (Offered only in Spring) | | |
| SPEECH COMMUNICATION ⁵ | | | POFT 2487-Internship Admin. Asst. ³ (Offered only in Spring) | | |
| Total Hours Recommended: 15 | | | Total Hours Recommended: 16 | | |

| Summer Between Years 1 & 2 | Sub No. | Grade |
|---|---------|-------|
| SOCI 1301 Intro to Sociology OR PSYC 2301 General Psychology | | |
| GOVT 2305 or 2306 OR ECON 1301 | | |
| Total Summer Hours: 6 | | |

¹May 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.
²May be articulated from high school.
³Students must meet Guidelines for Internships (page 57 of General Catalog) and have approval of the program director to enroll in this course.
⁴ POFT 2333 is the CAPSTONE course.
⁵See Back

I plan to receive the Associate in Applied Science (A.A.S) Degree in **ADMINISTRATIVE ASSISTANT**. 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.

 Advisor's Signature

 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.

| | |
|----------------------------------|---|
| Mathematics | MATH 1314, 1324, 1332, 1342, 2412, 2413 |
| Natural Science | 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. |
| Humanities | COMM 1307 ENGL 2322, 2323, 2327, 2328, 2332, 2333, or 2379 HUMA 2319 PHIL 1301, 2303, 2306, 2374 |
| Fine Arts | ARTS 1301, 1303, 1304 DRAM 1310, 2361, 2362 MUSI 1306, 1308, 1309, 1310 |
| Social/Behavioral Science | ANTH 2346 ECON 1301, 2301, 2301 HIST 1301, 1302 GOVT 2305, 2306 PYSC 2301 SOCI 1301 |
| Speech Communication | SPCH 1301, 1311, 1315, 1318, 1321 |

Is remediation required? Yes No

THEA passed: Reading Math Writing

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:
