



CERTIFICATE OF MEDICAL SECRETARY TECHNOLOGY
Official Degree Plan of Office Technology Careers
McLennan Community College

Career Cluster is  **Business Management & Administration**

Last Name	First Name	MI	I.D. Number	Date

Is remediation required? Yes No

THEA passed: Reading Math Writing

Freshmen 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					POFT 2301- Intermediate Keyboarding				
ACNT 1303- Intro to Accounting I ²					POFI 2340- Adv. Word Processing (offered only in Fall)				
HPRS 1206- Essentials of Medical Terminology									
POFT 1309-Admin Office Proc. I (offered only in Fall)									
HITT 1249 -Pharmacology (offered only in Fall)									
POFT 1301- Business English									
Total Hours Recommended: 15					Total Hours Recommended: 6				
Freshmen Year Sem II			Sub No.	Grade	¹ 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. ² May be eligible for articulation through high school Tech-Prep or by individual courses from high school. See your high school counselor. ³ POFI 2340 is the CAPSTONE course that brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing tasks. Check for prerequisites.				
ITSW 1304-Intro. to Spreadsheet									
ITSW 1307- Intro to Database									
ITSW 1301- Intro to Word Processing ²									
POFT 2312-Bus. Correspondence and Communications (offered only in Spring)									
Total Hours Recommended: 12									

I plan to receive the **CERTIFICATE OF MEDICAL SECRETARY TECHNOLOGY**. I understand this certificate 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 **33 semester college-level credit hours** and must meet all other requirements.

 Advisor's Signature

 Student's Signature