

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

Career Cluster is



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)			Total Hours Recommended: 6		
POFT 1301- Business English					
Total Hours Recommended: 15					
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