

CERTIFICATE IN SECRETARIAL 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

Freshman Year Sem I	Sub No.	Grade	Freshman Year Sem II	Sub No.	Grade
POFT 1227-Intro to Keyboarding ^{1,2} OR POFT 2203-Speed & Accuracy Building			ITSW 1301-Intro to Word Processing ²		
POFT 1321 – Business Math			ITSW 1304-Intro to Spreadsheet		
POFT 1301-Business English			POFT 2486 OR 2487 Internship Administrative Asst. ³ (depending on semester taken)		
POFT 1309-Admin Office Proc. I (offered only in Fall)			POFT 2301- Intermediate Keyboarding		
ACNT 1303-Intro to Acct I ² OR ACCT 2401-Prin. of Financial Accounting			POFT 2312- Business Correspondence & Communication		
Total Hours Recommended: 14-15			Total Hours Recommended: 16		

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 eligible for articulation through high school Tech-Prep or by individual courses from high school. See your high school counselor.

³POFL 2486 OR 2487 are the CAPSTONE courses which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing tasks. Check for prerequisites.

I plan to receive the **CERTIFICATE IN SECRETARIAL 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 **30 or 31 semester college-level credit hours** and must meet all other requirements.

Advisor's Signature

Student's Signature