

Last Name	First Name	MI	I.D. Number	Date

Is remediation required? <u> </u> Yes <u> </u> No			TASP passed: <u> </u> Reading <u> </u> Math <u> </u> 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			POFI 2340- Advanced Word Processing (Offered only in Fall)		
ACNT 1303-Intro to Acct. ² OR ACCT 2401-Prin. Financial Acct.			ITSW 1307-Intro to Database		
PHIL 2374-Critical Thinking			ITSW 1304 – Intro. to Spreadsheets		
POFT 1301 – Business English			POFT 2301- Intermediate Keyboarding		
POFT 1309-Admin Office Proc I (Offered only in Fall)			POFT 2486-Internship Administrative Asst ³ (offered only in Fall)		
Total Hours Recommended: 14/15			Total Hours Recommended: 16		
Freshman Year Sem II	Sub No.	Grade	Sophomore Year Sem II	Sub No.	Grade
Math Elective (college-level) OR Natural Science Elective⁵			ARTC 2313-Digital Publishing II (Offered only in Spring)		
POFT 2312-Business Correspondence and Communication (Offered only in Spring)			ARTC 1302-Digital Imaging I		
ITSW 1301-Intro to Word Processing ²			BMGT 1325-Office Mgmt.		
POFT 1321-Business Math			POFT 2333-Advanced Keyboarding ⁴		
ARTC 1313-Digital Publishing I ² (Offered only in Spring)			POFT 2487-Internship Administrative Assistant ³ (Offered only in Spring)		
Total Hours Recommended: 15			Total Hours Recommended: 16		
Summer I	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 for information. ³ Student must meet Guidelines for Internships (page 60 of General Catalog) and have approval of the program director to enroll in this course. ⁴ POFT 2333 is the CAPSTONE course. ⁵ See Back.		
SPEECH Elective⁵					
GOVT 2305 OR 2306 OR ECON 1301					
Total Summer I Hours: 6					
Summer II	Sub No.	Grade			
SOCI 1301 OR PSYC 2301					
Total Summer II Hours: 3					

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.

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 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:
