



CERTIFICATE OF ADMINISTRATIVE ASSISTANT
 (Formerly Certificate of Office Assistant Technology)
Official Degree Plan of Office Technology Careers
MCLENNAN COMMUNITY COLLEGE

Last Name	First Name	MI	I.D. Number	Date

Is remediation required? __Yes __No

TASP passed: __Reading __Math __Writing

Freshman Year Sem I	Sub No.	Grade	Sophomore Year Sem I	Sub No.	Grade
POFT 1393 - Special Topics: Intro to Keyboarding ^{1,2} OR POFT 2303 Speed & Accuracy Building			POFI 2340 - Advanced Word Processing (offered only in Fall)		
ACNT 1303 - Intro to Accounting I ²			POFT 2386 or 2387 - Internship Administrative Assistant ³		
POFT 1309 - Admin Office Proc. I (offered only in Fall)					
POFT 1321 - Business Math					
POFT 1301 - Business English			Total Hours Recommended: 6		
Total Hours Recommended: 15					
Freshman 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 POFT 2486 or 2487 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.		
ITSC 1309 - Integrated Software Applications I					
ITSW 1301 - Intro to Word Processing ²					
POFT 2301 - Intermediate Keyboarding					
POFT 2312 - Business Correspondence and Communication (offered only in Spring)					
Total Hours Recommended: 12					

- Any computer class more than 5 years old cannot be counted toward this certificate.
- This degree plan is only good for 5 years.
- There is a one year limit on contesting any grade.

I plan to receive the **CERTIFICATE OF ADMINISTRATIVE ASSISTANT**. 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