

**BUSINESS (OFFICE) ENDORSEMENT PATHWAY
WITH MCLENNAN COMMUNITY COLLEGE
School Year 2016-2017**



HIGH SCHOOL FOUR-YEAR PLAN					CERTIFICATE OF COMPLETION ADMINISTRATIVE ASSISTANT		
SUBJECT	Freshman	Sophomore	Junior	Senior	Semester 1	Semester 2	Semester 3
ENGLISH	English I	English II	English III	4 th English or Business English	Intro to Keyboarding POFT 1393 or Speed & Accuracy Building POFT 2203	Intro to Word Processing ITSW 1301	Advanced Word Processing POFI 2340
MATH	Algebra I	Geometry	Algebra II	4 th Math	Intro to Accounting ACNT 1303	Integrated Software Applications ITSC 1309	Internship Administrative Assistant POFT 2386
SCIENCE	Biology	Chemistry or IPC	Physics or Principles of Technology	4 th Science	Administrative Office Procedures I POFT 1309	Intermediate keyboarding POFT 2301	Internship Administrative Assistant POFT 2387
SOCIAL STUDIES	World History	World Geography	U.S. History	Government/ Economics	Business English POFT 1301	Business Correspondence & Communications POFT 2312	
FINE ARTS	Fine Arts				Business Math POFT 1321		
ELECTIVES		1 Elective ½ Elective	1 Elective	1 Elective			
HEALTH/PE	PE	½ Health					
SECOND LANGUAGE	Foreign Language	Foreign Language					
CREDIT BY ARTICULATION @ THE HIGH SCHOOL	Touch System Data Entry	BIM or Information Technology	Accounting				
DUAL CREDIT WITH MCC			ITSW 1301 Intro to Word Processing	POFT 1321 Business Math POFT 1309 Administrative Office Procedures I			
TOTAL CREDITS	8	8	7	7	Sem. Hrs. = 15	Sem. Hrs. = 12	Sem. Hrs. = 6

*State Wide Articulation

**Dual Credit

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School Year 2016-2017**



HIGH SCHOOL FOUR-YEAR PLAN					CERTIFICATE OF COMPLETION OFFICE TECHNOLOGY	
SUBJECT	Freshman	Sophomore	Junior	Senior	Semester 1	Semester 2
ENGLISH	English I	English II	English III	<i>4th English</i> or <i>Business English</i>	Intro to Keyboarding POFT 1393 or Speed & Accuracy Building POFT 2203	Intro to Word Processing ITSW 1301
MATH	Algebra I	Geometry	Algebra II	<i>4th Math</i>	Business Math POFT 1321	Integrated Software Applications ITSC 1309
SCIENCE	Biology	Chemistry or IPC	Physics or Principles of Technology	<i>4th Science</i>	Business English POFT 1301	Internship Administrative Assistant POFT 2386 or Internship Administrative Assistant POFT 2387
SOCIAL STUDIES	World History	World Geography	U.S. History	Government/ Economics	Administrative Office Procedures I POFT 1309	Intermediate keyboarding POFT 2301
FINE ARTS	Fine Arts				Intro to Accounting ACNT 1303	Business Correspondence & Communications POFT 2312
ELECTIVES		<i>1 Elective</i> <i>½ Elective</i>	<i>1 Elective</i>	<i>1 Elective</i>		
HEALTH/PE	PE	½ Health				
SECOND LANGUAGE	Foreign Language	Foreign Language				
CREDIT BY ARTICULATION @ THE HIGH SCHOOL	Touch System Data Entry	BIM or Information Technology	Accounting			
DUAL CREDIT WITH MCC			ITSW 1301 Intro to Word Processing	POFT 1321 Business Math POFT 1309 Administrative Office Procedures I		
TOTAL CREDITS	8	8	7	7	Sem. Hrs. = 15	Sem. Hrs. = 15

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HIGH SCHOOL FOUR-YEAR PLAN					CERTIFICATE OF COMPLETION MEDICAL OFFICE ASSISTANT		
SUBJECT	Freshman	Sophomore	Junior	Senior	Semester 1	Semester 2	Semester 3
ENGLISH	English I	English II	English III	4 th English or Business English	Intro to Keyboarding POFT 1393 or Speed & Accuracy Building POFT 2203	Intro to Word Processing ITSW 1301	Intro to Accounting ACNT 1303
MATH	Algebra I	Geometry	Algebra II	4 th Math	Business English POFT 1301	Integrated Software Applications ITSC 1309	Advanced Word Processing POFI 2340
SCIENCE	Biology	Chemistry or IPC	Physics or Principles of Technology	4 th Science	Medical Terminology HITT 1205	Business Correspondence & Communications POFT 2312	
SOCIAL STUDIES	World History	World Geography	U.S. History	Government/ Economics	Administrative Office Procedures I POFT 1309	Medical Software Applications POFM 1302	
FINE ARTS	Fine Arts				Business Math POFT 1321		
ELECTIVES		1 Elective ½ Elective	1 Elective	1 Elective	Pharmacology HITT 1249		
HEALTH/PE	PE	½ Health					
SECOND LANGUAGE	Foreign Language	Foreign Language					
CREDIT BY ARTICULATION @ THE HIGH SCHOOL	Touch System Data Entry	BIM or Information Technology	Accounting	Medical Terminology			
DUAL CREDIT WITH MCC			ITSW 1301 Intro to Word Processing	POFT 1321 Business Math POFT 1309 Administrative Office Procedures I			
TOTAL CREDITS	8	8	7	7	Sem. Hrs. = 16	Sem. Hrs. = 12	Sem. Hrs. = 6

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School Year 2016-2017**



HIGH SCHOOL FOUR-YEAR PLAN					CERTIFICATE OF COMPLETION MEDICAL UNIT ASSISTANT	
SUBJECT	Freshman	Sophomore	Junior	Senior	Semester 1	Semester 2
ENGLISH	English I	English II	English III	4 th English or *Business English	Intro to Keyboarding POFT 1393 or Speed & Accuracy Building POFT 2203	Intro to Word Processing ITSW 1301
MATH	Algebra I	Geometry	Algebra II	4 th Math	Business English POFT 1301	Intro to Database ITSW 1307 or Intro to Computers ITSC 1301
SCIENCE	Biology	Chemistry or IPC	Physics or Principles of Technology	4 th Science	Administrative Office Procedures I POFT 1309	Business Math POFT 1321
SOCIAL STUDIES	World History	World Geography	U.S. History	Government/ Economics	Pharmacology HITT 1249	Medical Software Applications POFM 1302
FINE ARTS	Fine Arts				Medical Terminology HITT 1205	Business Correspondence & Communications POFT 2312
ELECTIVES		1 Elective ½ Elective	1 Elective	1 Elective		
HEALTH/PE	PE	½ Health				
SECOND LANGUAGE	Foreign Language	Foreign Language				
CREDIT BY ARTICULATION @ THE HIGH SCHOOL	*Touch System Data Entry	*BIM or Information Technology	*Medical Terminology			
DUAL CREDIT WITH MCC			ITSW 1301 Intro to Word Processing	POFT 1321 Business Math POFT 1309 Administrative Office Procedures I		
TOTAL CREDITS	8	8	7	7	Sem. Hrs. = 16	Sem. Hrs. = 12

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HIGH SCHOOL FOUR-YEAR PLAN					CERTIFICATE OF COMPLETION COMPUTER APPLICATIONS- SOFTWARE APPLICATIONS SPECIALIST		
SUBJECT	Freshman	Sophomore	Junior	Senior	Semester 1	Semester 2	Semester 3
ENGLISH	English I	English II	English III	<i>4th English</i> or <i>Business English</i>	Intro to Keyboarding POFT 1393 or Speed & Accuracy Building POFT 2203	Intro to Word Processing ITSW 1301	Advanced Word Processing POFI 2340
MATH	Algebra I	Geometry	Algebra II	<i>4th Math</i>	Business English POFT 1301	Intro to the Internet ITNW 1337	Internship Administrative Assistant POFT 2386 or Internship Administrative Assistant POFT 2387
SCIENCE	Biology	Chemistry or IPC	Physics or Principles of Technology	<i>4th Science</i>	Administrative Office Procedures I POFT 1309	Digital Publishing I ARTC 1313	Digital Publishing II ARTC 2313
SOCIAL STUDIES	World History	World Geography	U.S. History	Government/ Economics	Digital Imaging I ARTC 1302	Integrated Software Applications ITSC 1309	Intermediate Keyboarding POFT 2301
FINE ARTS	Fine Arts						
ELECTIVES		<i>1 Elective</i> <i>½ Elective</i>	<i>1 Elective</i>	<i>1 Elective</i>			
HEALTH/PE	PE	½ Health					
SECOND LANGUAGE	Foreign Language	Foreign Language					
CREDIT BY ARTICULATION @ THE HIGH SCHOOL	Touch System Data Entry	BIM or Information Technology	Digital & Interactive Media Web Technologies				
DUAL CREDIT WITH MCC			ITSW 1301 Intro to Word Processing	POFT 1321 Business Math POFT 1309 Administrative Office Procedures I			
TOTAL CREDITS	8	8	8	7	Sem. Hrs. = 12	Sem. Hrs. = 12	Sem. Hrs. = 12

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