

School Year 2010-2017								
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 ABusiness English	Intro to Keyboarding POFT 1393 or Speed & Accuracy Building POFT 2203	Intro to Word Processing ITSW 1301	Advanced Word Processing POFI 2340	
МАТН	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	1Elective	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						
DUAL CREDIT WITH MCC	0	0	ITSW 1301 Intro to Word Processing	POFT 1321 Business Math POFT 1309 Administrative Office Procedures I	Com H. 15	C H 12	Sam II	
TOTAL CREDITS	8	8	7	7	Sem. Hrs. = 15	Sem. Hrs. = 12	Sem. Hrs. $= 6$	

^{*}State Wide Articulation

^{**}Dual Credit



School Year 2016-2017 HIGH SCHOOL FOUR-YEAR PLAN CERTIFICATE OF COMPLETION							
	HIGH SO	CERTIFICATE OF COMPLETION					
		OFFICE TECHNOLOGY					
SUBJECT	Freshman	Sophomore	Junior	Senior	Semester 1	Semester 2	
ENGLISH	English I	English II	English III	4 th English or	Intro to Keyboarding POFT 1393 or Speed & Accuracy Building POFT 2203	Intro to Word Processing ITSW 1301	
МАТН	Algebra I	Geometry	Algebra II	4 th Math	Business Math POFT 1321	Integrated Software Applications ITSC 1309	
SCIENCE	Biology	Chemistry or IPC	Physics or Principles of Technology	4 th Science	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		1 Elective ½ Elective	<i>1Elective</i>	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					
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	

^{*}State Wide Articulation
**Dual Credit with MCC



School Year 2016-2017								
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 ABusiness English	Intro to Keyboarding POFT 1393 or Speed & Accuracy Building POFT 2203	Intro to Word Processing ITSW 1301	Intro to Accounting ACNT 1303	
МАТН	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	<i>1Elective</i>	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		§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. $= 6$	

^{*}State Wide Articulation

^{**}Dual Credit



HIGH SCHOOL FOUR-YEAR PLAN CERTIFICATE OF COMPLETION								
	nigh sc	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		
МАТН	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	1Elective	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		



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