

COLLEGE: Houston Community College
 SCHOOL DISTRICT: Houston Independent School District

CLUSTER: Business, Management & Administration
 PATHWAY: Business Technology
 PROGRAM: Business Technology,
 General Office Administration Specialization



	GRADE	ENGLISH	MATH	SCIENCE	HUMANITIES	PHYS ED HEALTH	OTHER	FINE ARTS/ OTHER	CTE PROGRAM RELATED
SECONDARY	9	English I	Algebra I	Biology or IPC	World Geography	Physical Education	Foreign Lang I		Keyboarding
	10	English II	Geometry	Chemistry or Biology	World History	Physical Education & Health	Foreign Lang II		Business Computer Information Systems I (PEIMS #12011200) for POFI 1301 ◆●
	11	English III	Algebra II	Physics or Chemistry	U.S. History		Speech	Elective	Business Computer Information Systems II (PEIMS #1203130T) for POFI 1341 ◆●
	12	English IV			Government/ Economics				Intro to Accounting (PEIMS #1202210T) for ACNT 1303 ◆●

Mandatory Placement Assessment (Reading, Math and Writing) and Academic Advising

POSTSECONDARY	Year 1 1st Semester	ENGL 1301 Composition I ■●				POFT 1329 Keyboarding & Document Formatting	POFT 1392 Special Topics - Intro to Office Technology	POFT 1325 Business Math & Machine Applications	POFI 1301 Computer Applications I OR ITSC 1309 Integrated Software Applications I ◆●
	Year 1 2nd Semester				XXXX #3## Approved Humanities/Fine Arts Elective ■●	ACNT 1303 Intro to Accounting I ◆●	POFT 1319 Records & Information Management I	POFT 2301 Document Formatting & Skill Building	POFI 1341 Computer Applications II ◆●
	Year 2 1st Semester				POFT 1345 Shorthand- Notetaking	POFT 2359 Records and Information Management III	BMGT 1325 Office Management	POFI 1349 Spreadsheets	POFT 1380 Cooperative Education I
	Year 2 2nd Semester				PSYC 2301 Intro to Psychology ■●	HRPO 1311 Human Relations	POFT 2331 Administrative Systems	POFI 2331 Desktop Publishing for the Office	POFT 2380 Cooperative Education II
	Year 2 3rd Semester		XXXX #3## Math/Science General Education Elective ■●						ECON 2301 Principles of Economics (Macro) OR ECON 2302 Principles of Economics (Micro) OR ECON 1301 Intro to Economics ■●



Required High School Courses

Required College Courses

Credit-Based Transition Programs (e.g. Dual/Concurrent Enrollment, Articulated Courses, 2+2+2)

(◆=Tech Prep Course) (●=Dual Credit Course) (■=Transfer Course)

Mandatory Assessments, Advising, and Additional Preparation