



Local Articulation
(Recommended Graduation Plan)

College: **Southwest Texas Junior College**

Career Cluster: **Business Management & Administration**

Plan: **Associate of Applied Science (AAS): Administrative Information Technology (AIT)**

HIGH SCHOOL/SECONDARY					COLLEGE/POSTSECONDARY			
Subject	Freshman	Sophomore	Junior	Senior	Semester I	Semester II	Semester III	Semester V
ENGLISH (4)	English I	English II	English III	English IV	New Student Orientation ORIE 0100 or College Success Skills COLS 0100	Business English POFT 1301	Desktop Publishing for the Office POFI 2331	Professional Dev. for Office Personal POFT 1313
MATH (4)	Algebra I	Geometry	Algebra II	4 th year of math	Beginning Keyboarding (4) POFT 1329 13011300	Sequenced Technical Elective 2	Intro. to Comp. Accounting ACNT 1311	Sequenced Technical Elective 4
SCIENCE (4)	Biology	Chemistry	Physics	4 th year of science	Introduction to Computers (1) ITSC 1301 13011400	Principles of Accounting I - Financial ACCT 2401	Sequenced Technical Elective 3	Coop. Ed. – Administrative Assist./Sec. Science POFT 2281
SOCIAL STUDIES (4)	World Geography	World History	U.S. History	Government/ Economics	Introduction to Accounting I (3) ACNT 1403 13016600	Spreadsheets POFI 1349	Introduction to Database ITSW 1307	(Elective) Humanities and Fine Arts
PHYS EDUC (1.5) HEALTH (.5)	Physical Education	Physical Education Health			Word Processing (2) POFI 2301 13011500	Administrative Office Procedures I POFT 1309	(Elective) Social and Behavioral Sciences	Principles of Macroeconomics ECON 2301
SPEECH (0.5) FINE ARTS (1)			Speech (1/2) Fine Arts	Communication Applications	Sequenced Technical Elective 1 Business Principles BUSI 1301 (Sem I)		Contemporary Mathematics I MATH 1332	
LANGUAGES (2)	Foreign Language I	Foreign Language II			Business Math & Machine App. POFT 1325			
TECHNOLOGY APPLICATION		Technology Application			Composition I ENGL 1301			
ELECTIVES	<u>Computer Information Systems Courses</u> (1.) Business Information Management (1-2) (or) Principles of Information Technology (1/2-1) (2.) Business Information Management II (1-2) (3.) Accounting I (1) (4.) Touch Data Entry (1/2-1)							<i>Revised 9/12/11</i>

Total possible college credits completed in high school = 13