



**South Texas Tech Prep/Laredo Community College Five-Year Plan 2006-2008
(Recommended High School Program)**



Consortium: South Texas

Program: Office Systems Technology Office Professional-Level I/520401

ISD: See Matrix

College: LCC

HIGH SCHOOL					COLLEGE	
Subject	Freshman	Sophomore	Junior	Senior	Freshman	
English (4)	English I	English II	English III	<i>English IV (D)</i>	First Semester	Second Semester
Math (3)	Algebra I	Geometry	Algebra II	<i>Pre-Calculus (D)</i>	POFT 1301 Business English	POFT 2312 Business Correspondence
Science (3)	Integrated Physics & Chemistry	Chemistry	Physics	<i>Biology (D)</i>	<i>POFT 2401 Intermediate Keyboarding(TP)</i>	<i>POFT 1409 Administrative Office Procedures I (TP)</i>
Social Studies (3.5)	World Geography	World History	<i>U.S. History (D)</i>	<i>Government (D)</i>	POFT 1313 Professional Development for Office Personnel	POFT 1319 Records & Information Management I
Economics (0.5)				<i>Economics (D)</i>	POFI 2401 Word Processing	<i>ITSC 1409 Integrated Software Application I (TP)</i>
Languages (2)	Foreign Language I	Foreign Language II			POFT 1325 Business Math & Machine Application	<i>ACNT 1403 Intro to Accounting (TP)</i>
Health (0.5)		Health				
Fine Arts (1)				<i>Psychology (D)</i>		
Physical Education (1.5)	Physical Education	Physical Education	Physical Education			
Speech (0.5)				<i>Speech (D)</i>		
Technology Applications (1)		<i>BCIS I 12011200 (ITSC 1409)(TP)</i>				
Electives (3.5)	<i>Keyboarding 12011500 (POFT 2401)(TP)</i>		<i>Accounting I 12022100 (ACNT 1403) (TP)</i>	<i>WBL/Admin. Procedures (Co-op) 12055200 (POFT 1409)(TP)</i>	<i>(D) Dual Enrollment (TP) Tech Prep The Career clusters icons above are used with permission of the State's Career Clusters Initiative, 2007.</i>	

High School Graduation Plan: It is recommended that the student complete 3 ½ credits in a coherent sequence; this includes Tech Prep articulated courses. *The credit for Technology Applications may be satisfied by BCIS II, other, or I approved computer applications courses.