



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



Consortium: South Texas

ISD: See Matrix

Program: Office Systems Technology Office Assistant Level I/520401

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
Math (3)	Algebra I	Geometry	Algebra II	<i>Pre-Calculus (D)</i>	POFT 1301 Business English
Science (3)	Integrated Physics & Chemistry	Chemistry	Physics	<i>Biology (D)</i>	<i>POFT 2401 Intermediate Keyboarding(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
Economics (0.5)				<i>Economics (D)</i>	POFI 2401 Word Processing
Languages (2)	Foreign Language I	Foreign Language II			POFT 1325 Business Math & Machine Application
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>Keyboarding 12011500 (POFT 2401)(TP)</i>	BCIS I & II 12011200 12031300			
Electives (3.5)				<i>(D) Dual Enrollment (TP) Tech Prep The career cluster's 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.