



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 IV
ENGLISH (4)	English I	English II	English III	English IV	Learning Framework EDUC 1100 or College Success Skills COLS 0300	Business English POFT 1301	Desktop Publishing POFI 2331	Composition I ENGL 1301
MATH (3)	Algebra I	Geometry	Advanced Math Course		Beginning Keyboarding (1) POFT 1329	Business Ethics BMGT 1341	Professional Workforce Preparation POFT 1313	Office Management BMGT 1325
SCIENCE (3)	Biology	Integrated Physics and Chemistry		Advanced Science Course	Introduction to Computers (2) ITSC 1301	Introduction to Computerized Accounting 3 ACNT 1311	Personal Finance BUSI 1307	Cooperative Education- Administrative Assistant /Secretarial Science POFT 2281
SOCIAL STUDIES (3)	U.S. History	U.S. Government (1/2 credit)	Economics (1/2 credit)	World History or Geography	Introduction to Accounting I (3) ACNT 1403	Spreadsheets (4) POFI 1349	Business Principles BUSI 1301	ELECTIVE Humanities & Fine Arts
FOREIGN (2) LANGUAGE	2 Credits in the same language OR two credits from Computer Science I, II, and III				Administrative Project Solutions POFT 2331	Administrative Office Procedures I POFT 1309	ELECTIVE College Level Mathematics	Principles of Macroeconomics ECON 2301
FINE ARTS (1)	Communication / Fine Arts				Introduction to Database ITSW 1307			
PHYSICAL EDUCATION (1)	Physical Education				Principles of Accounting I – Financial ACCT 2401			
ELECTIVES	<u>Computer Information Systems Courses</u> (1.) Touch Data Entry (1/2-1) (2.) Business Information Management I (1-2) (or) Principles of Information Technology (1/2-1) (3.) Accounting I (1) (4.) Business Information Management II (1-2) (5.) Money Matters (1-2)				Word Processing POFI 2301			
					Business Math Using Technology POFT 1325			

Revised 8/16/2018

Total possible college credits completed in high school = 16