

Tech Prep Six Year Plan



Consortium: Upper East Texas Tech Prep

ISD:

Program: Office Technology-Legal Office Specialization (AAS), CIP Code: 22.0301

College: Northeast Texas Community College

	HIGH SCHOOL				COLLEGE			
	Freshman	Sophomore	Junior	Senior	Freshman		Sophomore	
ENGLISH (4 Credits)	English I	English II	English III	English IV	Humanities Elective	ENGL 1301 English Composition I		
MATH (3 Credits)	Algebra I or Geometry	Geometry or Algebra II	Algebra II or Math Models	AP Math or Pre-Calculus	Math Elective			
SCIENCE (3 Credits)	Biology I	Chemistry I or IPC	Chemistry I, IPC, Physics or Princ of Tech	Lab-Based Science				
SOCIAL STUDIES (3.5 Credits)/ ECO (.5 Credits)	World History	World Geography	U.S. History	Government & Economics				
PHYSICAL EDUCATION (1.5 Credits)/ HEALTH (.5 Credits)	Physical Education	Physical Education and Health						
SPEECH (.5 Credits)/ FINE ARTS (1 Credit)			Fine Arts	Communications App.		Social/Behavioral Science Elective		SPCH Elective (SPCH 1311, 1315, or 1321)
TECH APP. (1 Credit)	**BCIS I #12011200 (1) (ITSC 1309 & POFT 1329) &							
LANGUAGES (2 Credit)	Foreign Language I	Foreign Language II						
ELECTIVES (3.5 Credits)	**Keyboarding #12011500 (1) (POFT 1329) **WDPROAP #12022800 (.5) (POFT 1329) OR	**BCIS II #12031300 (1) (ITSC 1309) **BUSCOMNS #12011100 (1) (POFT 2312) OR **RECDKPNG #12011600 (.5) (BUSG 1319) &	**Adm. Proc. I #12031200 (1) (POFT 2312) & **BEGACCT1 #12022100 (1) (ACNT 1313) &	**Adm. Proc. II #12031210 (1) (POFT 2312) **ADVACCT1 #12031100 (1) (ACNT 1313) &	POFT 1301 Business English POFT 1329 Beginning Keyboarding (3) POFL 1305 Legal Terminology ITSC 1309 Integrated Software Applications I (3) or BCIS 1305 Business Computer App.	POFT 1325 Business Math & Machine App. ACCT 2301 Principles of Accounting I ITSC 2321 Integrated Software App. II POFL 1359 Legal Transcription	POFT 2312 Business Corr & Comm. (3) ITSC 2331 Integ. Software App. III POFT 1319 Records & Info Mgmt. I (3) BUSG 2307 Legal & Social Environment of Business	POFL 103 Legal Office Proc. POFL 2364 Law Office Practicum COSC Elective or ACNT 1313 Computerized Acctng App. (3)
26 Credits	*=Single high school class for articulation to CC class **=Multiple high school classes for articulation to CC class(es), including "&" , "or"						Credit Hours: 63	