



Bring in this degree plan every time you meet with a counselor for advising and updating.

EL PASO COMMUNITY COLLEGE
COUNSELING DEGREE PLAN
2017-2018

BUSINESS MANAGEMENT

Office Assistant
Certificate of Completion
MAJOR CODE: C1-POFC

For more information on Gainful Employment Disclosure see index in 2017-2018 catalog.

Expires in 5 years

Student Name _____ ID# _____ FA Student _____ VA Student _____

Student Signature _____ Date _____

Counselor Name _____ Counselor Signature _____

EPCC COURSE RUBRIC/TCC Number	REQUIRED COURSES TITLE	CR	SEMESTER COURSE COMPLETED	GRADE	COMMENTS (Show origin of any transfer credit or remedial/prerequisite designations or substitution/waiver)
SUMMER SESSION					
POFT 1329	Beginning Keyboarding	3			
FIRST SEMESTER					
POFI 1104	Computer Fundamentals	1			
POFI 1204	Computer Fundamentals	2			
POFI 1349	Spreadsheets	3			
POFI 2301	Word Processing	3			
POFT 1301	Business English	3			
SECOND SEMESTER					
BMGT 1341	Business Ethics	3			
POFI 2350	Databases	3			
POFT 1309	Administrative Office Procedures I	3			
POFT 2380	Cooperative Education-Administrative Assistant Secretarial Science, General	3			
	Total Credit Hours	27			

Comments: _____

Students are advised to refer to the course descriptions for all courses identified in the degree plan to ensure they have completed the appropriate prerequisites.