



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

**Expires in 5 years**

For more information on Gainful Employment Disclosure see index in 2015-2016 catalog.

EL PASO COMMUNITY COLLEGE  
COUNSELING DEGREE PLAN  
2015-2016

**BUSINESS MANAGEMENT**  
**Office Assistant**  
**Certificate of Completion**  
MAJOR CODE: C1-POFC

Student Name \_\_\_\_\_ Social Security #/ID# \_\_\_\_\_ FA Student \_\_\_\_\_ VA Student \_\_\_\_\_  
 Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Counselor Name \_\_\_\_\_ Counselor Signature \_\_\_\_\_

EPCC COURSE RUBRIC/TCC Number	REQUIRED COURSES TITLE	CREDIT HOURS	SEMESTER COURSE COMPLETED	GRADE	COMMENTS (Show origin of any transfer credit or remedial/prerequisite designations or substitution/waiver)
<b>SUMMER SESSION</b>					
POFT 1329	Beginning Keyboarding	3			
<b>FIRST SEMESTER</b>					
POFI 1104	Computer Fundamentals	1			
POFI 1204	Computer Fundamentals	2			
POFI 1349	Spreadsheets	3			
POFI 2301	Word Processing	3			
POFT 1301	Business English	3			
<b>SECOND SEMESTER</b>					
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			

Remaining Credits: \_\_\_\_\_

Projected Graduation Date: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year \_\_\_\_\_

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.**