

Career-Technical Education Technical Certificate Degree Plan

ELECTRICAL TECH. PROGRAM CHECK SHEET | ELT2 Major | CIP Code: 46.0302

Administrative Office Technology is a program of study designed to prepare and train students for entry-level training in administrative office procedures, integrated computer applications, business financial systems, communication, accounting clerks, records clerks, transcriptionists, word processing specialists, and to fill other positions requiring computer skills such as database management.

Admission Requirements

Students must submit a composite score of 15 or higher on the ACT. Students who do not have an ACT score, must score at the 9th grade level or higher on the TABE, Form 9/10 or have permission of instructor to be admitted to the program. Students who are returning to the program after an absence of a semester or more must graduate under the current catalog requirements.

| REQUIRED COURSES: | Prev. Taken | FALL 20__ | SPRING 20__ | FALL 20__ | SPRING 20__ |
|---|---------------------------------|-----------|-------------|-----------|-------------|
| FIRST SEMESTER FRESHMAN | | | | | |
| ELT 1113 Residential Wiring | 3 hrs. | | | | |
| ELT 1143 AC/DC Circuits | 3 hrs. | | | | |
| ELT 1192 Fundamentals of Electricity | 2 hrs. | | | | |
| ELT 1213 Electrical Power | 3 hrs. | | | | |
| ELT 1253 Branch Circuits | 3 hrs. | | | | |
| ELT 1263 Electrical Drawings & Schematics | 3 hrs. | | | | |
| SECOND SEMESTER FRESHMAN | | | | | |
| ELT 1123 Commercial & Industrial Wiring | 3 hrs. | | | | |
| ELT 1223 Motor Maint/Troubleshooting | 3 hrs. | | | | |
| ELT 1413 Motor Control System | 3 hrs. | | | | |
| ELT 1273 Switching Circuits | 3 hrs. | | | | |
| ELT 1133 Intro to the NEC | 3 hrs. | | | | |
| FIRST SEMESTER SOPHOMORE | | | | | |
| ELT 1614 Prin. of Hydraulics & Pneumatics | 4 hrs. | | | | |
| ELT 2113 Equipment Maint/Troubleshooting | 3 hrs. | | | | |
| SECOND SEMESTER SOPHOMORE | | | | | |
| ELT 2424 Solid State Motor Control | 4 hrs. | | | | |
| ELT 2613 Programmable Logic Control | 3 hrs. | | | | |
| ELT 1163 Drafting for Electrical Technology | 3 hrs. | | | | |
| RECOMMENDED ELECTIVES (WITH INSTRUCTOR PERMISSION): | | | | | |
| ELT 292(1-6) Supervised Work I | 1-6 hrs. | | | | |
| ELT 294(1-6) Supervised Work II | 1-6 hrs. | | | | |
| ELT 291(1-3) Special Projects I | 1-3 hrs. | | | | |
| ELT 293(1-3) Special Projects II | 1-3 hrs. | | | | |
| TOTAL HOURS: | 49 HRS. | | | | |
| NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING. | Total Hours 49 | | | | |
| | Advisor Initials | | | | |
| | Date | | | | |