



Education Plan (Sequenced): Office Administration

Degree/Certificate: Associate of Applied Science

Year 1: Semester 1

| Course | Semester Credit Hours |
|--|-----------------------|
| POFI 1349 Spreadsheets | 3 |
| POFI 2301 Word Processing | 3 |
| POFT 1313 Professional Workplace Preparation | 3 |
| POFT 1319 Records & Information Management I | 3 |
| POFT 1329 Beginning Keyboarding | 3 |
| POFT 2312 Business Correspondence & Communications | 3 |
| Total | 18 |

Year 1: Semester 2

| Course | Semester Credit Hours |
|---|-----------------------|
| POFT 1309 Administrative Office Procedures I | 3 |
| POFT 1321 Business Math | 3 |
| POFT 1328 Business Presentations | 3 |
| POFT 1359 Records & Information Management II | 3 |
| POFT 2301 Intermediate Keyboarding | 3 |
| Total | 15 |

Year 2: Semester 1

| Course | Semester Credit Hours |
|---|-----------------------|
| BCIS 1305 Business Computer Applications | 3 |
| ITSW 2334 Advanced Spreadsheets | 3 |
| POFI 2340 Advanced Word | 3 |
| POFT 1349 Administrative Office Procedures II | 3 |
| SPCH 1315 Public Speaking | 3 |
| Total | 15 |

Year 2: Semester 2

| Course | Semester Credit Hours |
|--|-----------------------|
| ENGL 1301 Composition I | 3 |
| MATH College Level Mathematics* | 3 |
| ELECTIVE Social & Behavioral Science¶ | 3 |
| ELECTIVE Language, Philosophy & Culture or Creative Arts Core¶ | 3 |
| Total | 12 |

*See core curriculum for course options

¶See course description for elective options