



# Business & Industry



## Office Administration Technology Associate of Applied Science

Program Summary      Certifications      Associate of Applied Science

Office administrators provide a key role in business management and are essential personnel for all organizations. Students learn skills in organization, communication, teamwork, accounting, office software, and problem solving.

AAS 4142 Office Administration Associate of Applied Science		60 Hours	TSI Required
<b>Office Support I Certificate (18 hours)</b>			
<b>CC 4146</b>	<b>Certificate of Completion</b>		<b>TSI Waived</b>
POFI 1349	Spreadsheets		3
POFI 2301	Word Processing		3
POFT 1313	Professional Workplace Preparation		3
POFT 1319	Records and Information Management I		3
POFT 1329	Beginning Keyboard		3
POFT 2312	Business Correspondence and Communications		3

<b>Office Support II Certificate (15 Hours)</b>			
<b>CC 4145</b>	<b>Certificate of Completion Ψ</b>		<b>TSI Waived</b>
POFT 1309	Admin Office Procedure I		3
POFT 1321	Business Math		3
POFT 1328	Business Presentations		3
POFT 1359	Records Information Management II		3
POFT 2301	Intermediate Keyboarding		3

<b>Office Assistant Certificate (15 Hours)</b>			
<b>CT 4150</b>	<b>Certificate of Technology Ψ Ψ</b>		<b>TSI Required</b>
BCIS 1305	Business Computer Applications		3
ITSW 2334	Advanced Spreadsheets		3
POFI 2340	Advanced Word Processing		3
POFT 1349	Administrative Office Procedures II		3
SPCH 1315	Public Speaking		3

<b>Office Assistant Administration (12 Hours)</b>			
<b>AAS 4142</b>	<b>Associate of Applied Science</b>		<b>TSI Required</b>
ENGL 1301	Composition I		3
MATH	College Level Mathematics*		3
ELECTIVE	Social and Behavioral Sciences¶		3
ELECTIVE	Language, Philosophy and Culture or Creative Arts Core¶		3

\*See Core Curriculum for course options

¶ See Course Description for elective options

Ψ Prerequisite CC 4146

Ψ Ψ Must complete CC 4146 & CC 4145



# Business & Industry



Office Administration

Certifications (Sequenced)

Program Summary

Certifications

Associate of Applied Science

Office Support I

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 and Information Management I	3
POFT 1329 Beginning Keyboard	3
POFT 2312 Business Correspondence and Communications	3
Total	18

Office Support II

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 and Information Management I	3
POFT 1329 Beginning Keyboard	3
POFT 2312 Business Correspondence and Communications	3
Total	18

Year 1: Semester 2

Course	Semester Credit Hours
POFT 1309 Admin Office Procedure 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



# Business & Industry



## Certificate of Technology

### 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 and Information Management I	3
POFT 1329 Beginning Keyboard	3
POFT 2312 Business Correspondence and Communications	3
Total	18

### Year 1: Semester 2

Course	Semester Credit Hours
POFT 1309 Admin Office Procedure 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 Processing	3
POFT 1349 Administrative Office Procedures II	3
SPCH 1315 Public Speaking	3
Total	15



# Business & Industry



Office Administration

Associate of Applied Science

Program Summary

Certifications

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 and Information Management I	3
POFT 1329 Beginning Keyboard	3
POFT 2312 Business Correspondence and Communications	3
<b>Total</b>	<b>18</b>

## Year 1: Semester 2

Course	Semester Credit Hours
POFT 1309 Admin Office Procedure I	3
POFT 1321 Business Math	3
POFT 1328 Business Presentations	3
POFT 1359 Records Information Management II	3
POFT 2301 Intermediate Keyboarding	3
<b>Total</b>	<b>15</b>

## Year 2: Semester 1

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

## Year 2: Semester 2

Course	Semester Credit Hours
ENGL 1301 Composition I	3
MATH College Level Mathematics*	3
ELECTIVE Social and Behavioral Sciences¶	3
ELECTIVE Language, Philosophy and Culture or Creative Arts Core¶	3
<b>Total</b>	<b>12</b>

\*See Core Curriculum for course options

¶ See Course Description for elective options