Business & Industry

Education Plan (Sequenced): Office Administration

Degree/Certificate: Certificate of Technology

Year 1: Semester 1

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

Year 1: Semester 2

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

Year 2: Semester 1

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

*See Core Curriculum for course options