

## Degree Description

This program prepares students for employment and advancement in secretarial positions. The program includes bookkeeping, business writing, word processing, and office procedures.

Semester I		Hours
<a href="#">POFT 1393 Special Topics: Introduction to Keyboarding</a> <sup>1,2</sup> <i>or</i> <a href="#">POFT 2303 Speed and Accuracy Building</a>		3 hours
<a href="#">ACNT 1303 Introduction to Accounting I</a> <sup>2</sup>		3 hours
<a href="#">POFT 1309 Administrative Office Procedures I</a> <sup>5</sup>		3 hours
<a href="#">POFT 1301 Business English</a>		3 hours
<a href="#">POFT 1321 Business Math</a>		3 hours
		<b>15 hours</b>
Semester II		Hours
<a href="#">ITSW 1301 Introduction to Word Processing</a> <sup>2</sup>		3 hours
<a href="#">ITSC 1309 Integrated Software Applications I</a>		3 hours
<a href="#">POFT 2301 Intermediate Keyboarding</a>		3 hours
<a href="#">POFT 2312 Business Correspondence &amp; Communication</a> <sup>6</sup>		3 hours
		<b>12 hours</b>
Semester III		Hours
<a href="#">POFI 2340 Advanced Word Processing</a> <sup>5</sup>		3 hours
<a href="#">POFT 2386 Internship-Administrative Assistant/Sec</a> <sup>4</sup> <i>or</i> <a href="#">POFT 2387 Internship-Administrative Assistant/Sec</a> <sup>4</sup>		3 hours
		<b>6 hours</b>

**Total hours: 33 hours**

- <sup>1</sup> May be waived if the student has taken a keyboarding course (touch method) or if the student can keyboard at least 30 words per minute. Keyboarding test is required.
- <sup>2</sup> May be eligible for articulation through the statewide ATC program. See your high school counselor.
- <sup>3</sup> Must meet Guidelines for Internships and have approval of the program director to enroll in this course.
- <sup>4</sup> This is a Capstone course, which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job tasks. Check for prerequisites.
- <sup>5</sup> Offered only in the fall semester.
- <sup>6</sup> Offered only in the spring semester.

## Course Descriptions

### **POFT 1393 Special Topics: Introduction to Keyboarding**

Address topics recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Develops skill in keyboarding techniques with emphasis on alphabet, number, and symbol keys by touch and the development of acceptable speed and accuracy. Skills can be applied to computers and other equipment with keyboards. Emphasizes proper keyboarding technique. Semester Hours 3 (3 lec)

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### **POFT 2303 Speed and Accuracy Building**

Review, correct, and improve keyboarding techniques for the purpose of increasing speed and improving accuracy. This course is designed to be repeated multiple times to improve student proficiency. Prerequisite: POFT 1393. Semester Hours 3 (3 lec)

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### **ACNT 1303 Introduction to Accounting I**

Analyzes, classifies, and records business transactions in a manual and computerized environment. Emphasis is on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. May not be counted toward the associate degree if taken after successful completion of ACCT 2401. Semester Hours 3 (3 lec/lab)

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### **POFT 1309 Administrative Office Procedures I**

Studies current office procedures, duties, and responsibilities applicable to an office environment including telephone skills, time management, travel and meeting arrangements, mail processing, human relations and interview skills are covered. Offered only in fall semester. Semester Hours 3 (3 lec)

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### **POFT 1301 Business English**

Introduces the practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Students will apply the basic rules of grammar, spelling, capitalization, number usage, and punctuation; utilize terminology applicable to technical and business writing; develop proofreading and editing skills; and teaches how to write effective sentences and paragraphs for business applications. Prerequisite: Must have passed the TSI Assessment or have credit for ENGL 0301. Semester Hours 3 (3 lec)

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### **POFT 1321 Business Math**

Instructs the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications. Applies problem solving skills utilizing electronic calculators. Enables the student to use mathematical approaches in computing percents and their applications in business discounts, interest, taxes, payroll, markups, consumer and business credit investments, and other business applications. Semester Hours 3 (3 lec)

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### **ITSW 1301 Introduction to Word Processing**

Presents an overview of the production of documents, tables, and graphics. Students will identify word processing terminology and concepts, create technical documents, format and edit documents, use simple tools and utilities, and print documents. Presents pagination, merging and storage of documents. Prerequisite: POFT 1393 with a grade of C or better or a keyboarding skill of 30 words a minute using touch method. Semester Hours 3 (2 lec/2 lab)

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### **ITSC 1309 Integrated Software Applications I**

Introduces business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. Semester Hours 3 (2 lec/2 lab)

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### **POFT 2301 Intermediate Keyboarding**

Presents a continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents. Emphasis on proofreading, editing, following instructions, and keying documents from various copy. Formatting basic documents, such as letters, reports, tables and business forms. End-of-Course Competency Standard: Keyboard 50 words a minute with 5 or fewer errors. Prerequisites: POFT 1393 and ITSW 1301 with a grade of C or better and keyboarding skill of 30 words a minute using touch method. Semester Hours 3 (2 lec/3 lab)

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### **POFT 2312 Business Correspondence & Communication**

Presents the development of writing skills and presentation skills to produce effective business documents. Offered only in spring semester. Prerequisite: POFT 1301 with a grade of C or better. Semester Hours 3 (3 lec)

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### **POFI 2340 Advanced Word Processing**

Presents advanced techniques in merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. Emphasis is on business applications. Students will design and create macros, use advanced formatting features, import data, and use graphic and special functions to enhance documents. Emphasizes advanced printing techniques. Offered only in fall semester. Prerequisite: ITSW 1301 with a grade of C or better or consent of the program director. Semester Hours 3 (2 lec/2 lab)

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### **POFT 2386 Internship-Administrative Assistant/Sec**

Establishes a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. This may be a paid or unpaid experience. Course covers interpersonal and job-related skills. Prerequisites: POFT 1309, ITSW 1301, POFI 2340 and POFT 2301 with a minimum grade of C. An approved work station and consent of program director. Semester Hours 3 (1 lec/15 lab)

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### **POFT 2387 Internship-Administrative Assistant/Sec**

Establishes a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. This may be a paid or unpaid experience. Course covers ergonomics and interpersonal and job-related skills. Prerequisites: POFT 1309, ITSW 1301, POFI 2340 and POFT 2301 with a minimum grade of C. An approved workstation and consent of program director. Semester Hours 3 (1 lec/15 lab)

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