

Degree Description

This program prepares students for employment and advancement as Computer Applications specialists and information systems managers. Emphasis is on operation of the following applications: advanced word processing, electronic spreadsheets, database and digital publishing.

Semester I	Hours
POFT 1393 Special Topics: Introduction to Keyboarding ^{1,2} <i>or</i> POFT 2303 Speed and Accuracy Building	3 hours
POFT 1301 Business English	3 hours
POFT 1309 Administrative Office Procedures I ⁷	3 hours
ARTC 1302 Digital Imaging I	3 hours
	12 hours

Semester II	Hours
ITSW 1301 Introduction to Word Processing ²	3 hours
ITNW 1337 Introduction to the Internet ²	3 hours
ARTC 1313 Digital Publishing I ^{2,5}	3 hours
ITSC 1309 Integrated Software Applications I ²	3 hours
	12 hours

Semester III	Hours
POFI 2340 Advanced Word Processing	3 hours
POFT 2386 Internship-Administrative Assistant/Sec <i>or</i> POFT 2387 Internship-Administrative Assistant/Sec ^{3,4,6}	3 hours
ARTC 2313 Digital Publishing II	3 hours
POFT 2301 Intermediate Keyboarding	3 hours
	12 hours

Total hours: 36 hours

- ¹ 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.
- ² May be eligible for articulation through the statewide ATC program. Please check with your high school counselor for more details.
- ³ Must meet Guidelines for Internships and have approval of the program director to enroll in this course.
- ⁴ 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.
- ⁵ Offered only in the spring semester.
- ⁶ Course number depends on semester in which the course is taken.
- ⁷ Offered only in the fall 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)

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)

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. Semester Hours 3 (3 lec)

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)

ARTC 1302 Digital Imaging I

Introduces raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions. Semester Hours 3 (2 lec/2 lab)

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)

ITNW 1337 Introduction to the Internet

Introduces the Internet with emphasis on using the World Wide Web to locate, transfer, and publish information. Surveys emerging technologies on the Internet. Semester Hours 3 (2 lec/2 lab)

ARTC 1313 Digital Publishing I

Introduces the fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout. Students learn to apply fundamentals of page layout, define typographic terminology and specifications, import text and graphics into page layout programs, and the course discusses file formats and file management. Offered only in spring semester. Prerequisite: ITSW 1301 with a grade of C or better. Semester Hours 3 (2 lec/2 lab)

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)

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)

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)

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)

ARTC 2313 Digital Publishing II

Introduces layout procedures from thumbnails and roughs to final comprehensive and printing; emphasis on design principles for the creation of advertising and publishing materials and techniques for efficient planning and documenting projects. Prerequisite: ARTC 1313. Semester Hours 3 (2 lec/2 lab)

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)
