Degree Description

This program prepares students for employment in information processing departments, as well as for positions as administrative assistants. Duties range from operation of a single software application to operating and managing all application software for an office, department or company. The emphasis is on executive-level information processing, including word processing,

office procedures,

electronic spreadsheet applications and advanced document formatting. Areas of employment include office management, banking, government and bookkeeping.

Semester I	**Hours**
POFT 1393 Special Topics: Introduction to Keyboarding [1] *or* POFT 2303 Speed and Accuracy Building	3 hours
ITSW 1301 Introduction to Word Processing	3 hours
POFT 1309 Administrative Office Procedures I	3 hours
POFT 1321 Business Math	3 hours
POFT 1301 Business English	3 hours
POFI 1204 Computer Fundamentals	2 hours
	17 hours

Semester II	**Hours**
ITSC 1309 Integrated Software Applications I [2]	3 hours
POFT 1349 Administrative Office Procdures II	3 hours
POFI 2340 Advanced Word Processing	3 hours
POFT 2312 Business Correspondence & Communication	3 hours
POFT 1319 Records & Information Management I	3 hours
	15 hours

Total hours: **32 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.

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)

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)

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)

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)

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)

POFI 1204 Computer Fundamentals

Computer application specific software. Emphasizes the concurrent development of office skills and computer knowledge. This course is designed to be repeated multiple times to improve student proficiency. Semester Hours 2 (2 lec)

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)

POFT 1349 Administrative Office Procdures II

In-depth coverage of office procedures with emphasis on decision-making, goal setting, management theories, and critical thinking. Prerequisite: POFT 1309, Administrative Office Procedures I. Semester Hours 3 (3 lec)

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 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)

POFT 1319 Records & Information Management I

Introduction to basic records information management systems including manual and electronic filing. Prerequisites: take ITSC 1309 Integrated Software Applications with minimum grade of C or better. Semester Hours: 3 (3 lec)