Degree Description

This program prepares students for employment and advancement as an administrative professional. Skills in this occupational skills award emphasize various software that an administrative professional will encounter during the course of their career. Students will gain keyboarding proficiency, as well as work in MS Office and Adobe products to become proficient in common office software.

Marketable Skills:

1. Communication Skills- Apply basic rules of grammar; utilize terminology applicable to business writing, speaking, and presentations. 2. Time Management- Develop skills needed to complete tasks and meet deadlines. 3. Critical Thinking- Make decisions and apply ethical standards using creative thinking, innovation, inquiry, and analysis of information. 4. Software Integration- Produce documents, spreadsheets, databases, and presentations using Microsoft Office software. 5. Desktop Publishing- Use publishing software to create finished documents and forms. 6. Records Management- Use database software to create and maintain electronic records as well as apply records management theories to hard copy records. 7. Customer Service- Apply principles and processes of customer service, including assessing customer needs, quality standards, and customer satisfaction.

Semester I	Hours
POFT 1393 Special Topics: Introduction to Keyboarding [1]	3 hours
ITSW 1301 Introduction to Word Processing	3 hours
ARTC 1313 Digital Publishing I	3 hours
ITSC 1309 Integrated Software Applications I	3 hours
	12 hours

Total hours: **12 hours**

[1] May be waived if the student has taken a keyboarding course (touch method) or if the student can keyboard by touch at least 30 words a minute. A keyboarding test is required.

Course Descriptions

POFT 1393 Special Topics: Introduction to Keyboarding

Topics address 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. This course was designed to be repeated multiple times to improve student proficiency. Semester Hours 3 (3 lec)

ITSW 1301 Introduction to Word Processing

Presents an overview of the production of documents, tables, and graphics. Identifies word processing terminology and concepts; creates technical documents, formats and edits documents, uses simple tools and utilities, and prints documents. Presents pagination, merge and storage of documents. 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. Prerequisite: ITSW 1301 with a grade of C or better or approval of the Program Director. 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)