

Degree Description

This program prepares students for employment and advancement as an administrative professional. Skills in this occupational skills award emphasize record management concepts including both hard copy and electronic records. Students will utilize database software to manage records and create queries. Students will learn proper ways to create, manage, and destroy records.

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. Records Management- Use database software to create and maintain electronic records as well as apply records management theories to hard copy records.

| Semester I | Hours |
|--|----------------|
| POFT 1309 Administrative Office Procedures I | 3 hours |
| ITSC 1309 Integrated Software Applications I | 3 hours |
| POFT 1319 Records & Information Management I | 3 hours |
| | 9 hours |

Total hours: 9 hours

Course Descriptions

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. Semester Hours 3 (3 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 1319 Records & Information Management I

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