

Degree Description

Semester I	Hours
POFT 1393 Special Topics: Introduction to Keyboarding ¹	3 hours
POFT 1309 Administrative Office Procedures I	3 hours
BCIS 1305 Business Computer Applications	3 hours
	9 hours

Total hours: 9 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)

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)

BCIS 1305 Business Computer Applications

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet. (BCIS 1305 is included in the Business Field of Study.) Semester Hours 3 (2 lec/2 lab)
