

ADMINISTRATIVE OFFICE SYSTEMS DEPARTMENT

Level I Certificate—Office Systems Technology

POFI 2301	Word Processing	3
POFT 1309 ^{1 2}	Administrative Office Procedures	3
ITSC 1309 ¹ /BCIS-COSC Elective	Integrated Office Applications I/BCIS-COSC Elective	3
ACNT 1303 ¹ or ACCT 2301	Introduction to Accounting/Principles of Accounting	3
Elective ¹		<u>3</u>
Total Hours		15

Level II Certificate—Administrative and Office Support

All courses in Level I Office Systems Technology		15
HRPO 1311	Human Relations in Business	3
POFT 1325	Business Math and Machine Applications	3
BUSI 1301	Business Principles	3
POFT 1349 ²	Administrative Office Procedures II	3
BUSI 2304	Business Report Writing and Correspondence	3
POFI 2340	Advanced Word Processing	3
ITSW 2334 or ITSW 2337	Advanced Spreadsheets or Advanced Database	3
Elective ¹		<u>3</u>
Total Hours		39

Suggested Electives: ACNT 1313, POFI 2331¹, IMED 1301¹, IMED 1316¹, CPMT 1311, ITSC 1305¹, BUSI 2301, BUSI 2302, BUSI 1307, BMGT 1303, ITSW 2334, ITSW 2337, ACCT 2302, ACNT 1329, BMGT 1301, BUSI 1311, ITNW 1325¹, ITSC 1301¹, MRKG 1311, POFL 1303, POFM 1309, POFM 1331

¹Course work may be articulated through Tech Prep or Technical Dual Credit.

²Capstone Course

Associate of Applied Science Degree—Office Administration

First Semester

POFI 2301	Word Processing	3
POFT 1309 ^{1 2}	Administrative Office Procedures	3
ITSC 1309 ¹ /BCIS-COSC Elective	Integrated Office Applications I/BCIS-COSC Elective	3
ACNT 1303 ¹ or ACCT 2301	Introduction to Accounting/Principles of Accounting	3
Elective ¹		<u>3</u>
Total Hours		15

Second Semester

HRPO 1311	Human Relations in Business	3
POFT 1325	Business Math and Machine Applications	3
BUSI 1301	Business Principles	3
POFT 1349 ²	Administrative Office Procedures II	3
Elective ¹		<u>3</u>
Total Hours		15

Third Semester

BUSI 2304	Business Report Writing and Correspondence	3
POFI 2340	Advanced Word Processing	3
ITSW 2334 or ITSW 2337	Advanced Spreadsheets or Advanced Database	3
Speech Elective		3
Social/Behavioral Science Elective		<u>3</u>
Total Hours		15

Fourth Semester

POFT 2331	Administrative Systems	3
POFT 2388 ²	Internship—General Office/Clerical	3
Humanities/Fine Arts Elective		3
English Elective		3
Math/Natural Science Elective		<u>3</u>
Total Hours		15
Total Hours in A.A.S. degree		60

Suggested Electives: ACNT 1313, POFI 2331¹, IMED 1301¹, IMED 1316¹, CPMT 1311, ITSC 1305¹, BUSI 2301, BUSI 2302, BUSI 1307, BMGT 1303, ITSW 2334, ITSW 2337, ACCT 2302, ACNT 1329, BMGT 1301, BUSI 1311, ITNW 1325¹, ITSC 1301¹, MRKG 1311, POFL 1303, POFM 1309, POFM 1331

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