

Professional Administrative Specialist Technology

Associate of Applied Science in Professional Administrative Specialist - Tech Prep–OT2

The Professional Administrative Specialist Technology Program prepare students for administration support careers in today's businesses.

FIRST SEMESTER		SCH
— POFT	1301 Business English	3
— POFT	1309 Administrative Office Procedures I	3
— POFT	1321 Business Math	3
— POFT	1127 Introduction to Keyboarding or	1
— POFT	1132 Workplace Diversity**	3
— POFI	2301 Word Processing	3
— ----	---- Humanities/Fine Arts	16
SECOND SEMESTER		
— ENGL	1301 English Composition I	3
—♦POFT	2301 Intermediate Keyboarding*	3
— POFT	1349 Administrative Office Procedures II or	3
— POFT	1366 Practicum (or Field Experience) - General Office Occupations & Clerical Services	3
— POFT	2312 Business Correspondence & Communication	3
— ----	---- Social Behavioral Science	15
THIRD SEMESTER		
— ENGL	2311 Technical Writing	3
— POFI	2340 Advanced Word Processing	3
— POFT	1367 Practicum (or Field Experience) - General Office Occupations & Clerical Services or	3
— POFI	2331 Desktop Publishing	3
— POFI	1401 Computer Applications I	4
— SPCH	---- Oral Communications	3
		16
FOURTH SEMESTER		
— ----	---- Natural Science/Mathematics	4
—●POFT	2331 Administrative Systems or	3
—●POFT	2366 Practicum (or Field Experience) - General Office Occupations & Clerical Services	3
— POFI	1349 Spreadsheets	3
— ACNT	1303 Introduction to Accounting I	3
— POFI	1341 Computer Applications II	3
		16
Total Semester Credit Hours for Degree		63

* Tech Prep course for this degree.

**Professional Administrative Specialist Technology major should enroll in POFT 1132.

Certificate of Completion in Administrative Specialist I, Administrative Specialist II, and Administrative Specialist III

All courses in each certificate apply toward the next level certificate and must be completed for each level certificate to be awarded.

The ability to type 30-35 word per minute is recommended for POFT 2301; POFT 1329 should be taken before taking this course if the student's typewriting speed is less than 30 words per minute.

Certificate of Completion in Administrative Specialist I–OA1

FIRST SEMESTER		SCH
— POFT	1301 Business English	3
—●POFT	1309 Administrative Office Procedures I	3
— POFT	1329 Beginning Keyboarding or	3
— POFT	2301 Intermediate Keyboarding	3
— POFI	2301 Word Processing	3
— POFT	1321 Business Math	3
— POFT	1132 Workplace Diversity	1
		16
Total Semester Credit Hours for Certificate		16

Certificate of Completion in Administrative Specialist II–AA1

FIRST SEMESTER		SCH
— POFT	1301 Business English	3
— POFT	1309 Administrative Office Procedures I	3
— POFT	2301 Intermediate Keyboarding	3
— POFI	2301 Word Processing	3
— POFT	1321 Business Math	3
— POFT	1132 Workplace Diversity	1
		16

SECOND SEMESTER		
—●POFT	1349 Administrative Office Procedures II or	3
—●POFT	1366 Practicum (or Field Experience) - General Office Occupations & Clerical Services	3
— POFI	1401 Computer Applications I	4
— POFI	2340 Advanced Word Processing	3
— POFT	2312 Business Correspondence & Communication	3
		13
Total Semester Credit Hours for Certificate		29

Certificate of Completion in Administrative Specialist III–O21

FIRST SEMESTER		SCH
— POFT	1301 Business English	3
— POFT	1309 Administrative Office Procedures I	3
— POFT	2301 Intermediate Keyboarding	3
— POFI	2301 Word Processing	3
— POFT	1321 Business Math	3
— POFT	1132 Workplace Diversity	1
		16

SECOND SEMESTER			SCH
—	POFT 1349	Administrative Office Procedures II or	
—	POFT 1366	Practicum (or Field Experience) - General Office Occupations & Clerical Services	3
—	POFI 1401	Computer Applications I	4
—	POFI 2340	Advanced Word Processing	3
—	POFT 2312	Business Correspondence & Communication	3
			13
THIRD SEMESTER			
—●	POFT 2331	Administrative Systems or	
—●	POFT 2366	Practicum (or Field Experience) - General Office Occupations & Clerical Services	3
—	POFI 2331	Desktop Publishing	3
—	POFI 1349	Spreadsheets	3
—	POFI 1341	Computer Applications II	3
			12
Total Semester Credit Hours for Certificate			41