

Office Administration – Administrative Assistant Degree

281-756-3811

(formerly Business Technology)

Degree: Associate of Applied Science (A.A.S.) - Tech Prep

Length: Four-Semester (Two-Year) Program

Purpose: The Associate of Applied Science Degree curriculum in Office Administration offers courses which prepare the student for employment in the business office. It is designed for those seeking first employment and for those currently employed who are seeking promotion.

Program Requirements: The two-year curriculum in Office Administration provides instruction in areas required for competence as an administrative assistant in an office environment. The student will gain at least eight months work experience related to this field. Upon satisfactory completion of the two-year curriculum, the student will be awarded the Associate in Applied Science Degree in Office Administration.

Associate of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
POFT 1429	Beginning Keyboarding II (Word)	3	3	4
POFT 1425	Business Math and Machine Applications (Excel)	3	3	4
ACNT 1303	Introduction to Accounting (QuickBooks)	3	1	3
POFT 1419	Records Management I (Access)	3	3	4
		12	10	15
Second Semester				
POFT 2401	Intermediate Keyboarding (Word)	3	3	4
POFI 1401	Computer Applications I (Word, Excel, Access, PwrPt, Outlook)	3	3	4
POFT 1301	Business English (Word)	2	3	3
POFT 1309	Administrative Office Procedures I (Word)	2	3	3
POFT 1382	Co-Op-General Office Occupations & Clerical Services	1	20	3
		11	32	17
Third Semester				
POFI 2401	Word Processing (Word)	3	3	4
POFI 1449	Spreadsheets (Excel)	3	3	4
Emphasis Elective (choose 1)	HITT 1305 Medical Terminology or POFL 1305 Legal Terminology or ACNT 1311 Intro to Computerized Acct (QuickBooks)	2	3	3
Emphasis Elective (choose 1)	POFM 1317 Medical Administrative Support (Medisoft) or POFL 2301 Legal Document Processing or POFI 2331 Desktop Publishing	2	3	3
POFT 2382*	Co-Op-General Office Occupations & Clerical Services	1	20	3
		11	32	17
Fourth Semester				
SPCH 1318	Interpersonal Communications	3	0	3
MATH 1333 or 1314	Contemporary Math for Tech or College Algebra	3	0	3
ENGL 1301	Composition I	3	0	3
PSYC 1300 or Elective	Learning Strategies or Social & Behavioral Science Core Curriculum	3	0	3
Elective	Humanities/Visual & Performing Arts Core Curriculum	3	0	3
		15	0	15

* Capstone

Total Credits Required for AAS Office Administration-Administrative Assistant64

Medical Emphasis: HITT 1305 Medical Terminology I and POFM 1302 Medical Administrative Support.

Legal Emphasis: POFL 1305 Legal Terminology and POFL 2301 Legal Document Processing.

Generalist Emphasis: ACNT 1311 Introduction to Computerized Accounting and POFI 2331 Desktop Publishing.

Office Administration – Office Assistant Certificate Program

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
First Semester				
POFT 1429	Beginning Keyboarding II (Word)	3	3	4
POFT 1425	Business Math and Machine Applications (Excel)	3	3	4
ACNT 1303	Introduction to Accounting (QuickBooks)	3	1	3
POFT 1419	Records Management I (Access)	<u>3</u>	<u>3</u>	<u>4</u>
		12	10	15
Second Semester				
POFT 2401	Intermediate Keyboarding (Word)	3	3	4
POFI 1401	Computer Applications I (Word, Excel, Access, PwrPt, Outlook)	3	3	4
POFT 1301	Business English (Word)	2	3	3
POFT 1309	Administrative Office Procedures I (Word)	2	3	3
*POFT 1382	Co-Op-General Office Occupations & Clerical Services	<u>1</u>	<u>20</u>	<u>3</u>
		11	32	17

*Capstone

Total Credits Required for Office Assistant Certificate Program32

Office Administration – Administrative Support Certificate Program

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
First Semester				
POFT 1429	Beginning Keyboarding II (Word)	3	3	4
POFT 1425	Business Math and Machine Applications (Excel)	3	3	4
ACNT 1303	Introduction to Accounting (QuickBooks)	3	1	3
POFT 1419	Records Management I (Access)	<u>3</u>	<u>3</u>	<u>4</u>
		12	10	15
Second Semester				
POFT 2401	Intermediate Keyboarding (Word)	3	3	4
POFI 1401	Computer Applications I (Word, Excel, Access, PwrPt, Outlook)	3	3	4
POFT 1301	Business English (Word)	2	3	3
POFT 1309	Administrative Office Procedures I (Word)	2	3	3
POFT 1382	Co-Op- General Office Occupations & Clerical Services	<u>1</u>	<u>20</u>	<u>3</u>
		11	32	17
Third Semester				
POFI 2401	Word Processing (Word)	3	3	4
POFI 1449	Spreadsheets (Excel)	3	3	4
Emphasis Elective (choose 1)	HITT 1305 Medical Terminology or POFL 1305 Legal Terminology or ACNT 1311 Intro to Computerized Acct (QuickBooks)	2	3	3
Emphasis Elective (choose 1)	POFM 1317 Medical Administrative Support (Medisoft) or POFL 2301 Legal Document Processing or POFI 2331 Desktop Publishing	2	3	3
*POFT 2382	Co-Op-General Office Occupations & Clerical Services	<u>1</u>	<u>20</u>	<u>3</u>
		11	32	17

*Capstone

Total Credits Required for Administrative Support Certificate Program49