



# Office/Computer Applications

Certificate (30 SCH\*)

\*Semester Credit Hour

7/2023

## First Semester - 15 SCH

ACNT 1303 - Introduction to Accounting I  
ITSC 1305 - Introduction to PC Operating Systems  
ITSC 1309 - Integrated Software Applications I  
POFT 1321 - Business Math  
POFT 1329 - Beginning Keyboarding

## Second Semester - 15 SCH

ITSW 1310 - Introduction to Presentation Graphics Software  
ITSC 2321 - Integrated Software Applications II  
POFT 1319 - Records & Information Management  
POFT 1313 - Professional Workforce Preparation\*  
POFT 2301 - Intermediate Keyboarding

\*POFT 2386: Internship - Administrative Assistant and Secretarial Science, General may be substituted with approval.

## Marketable Skills

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.
- Create, maintain, and enter information into databases.
- Use computers for various applications, such as database management or word processing.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Customer Service

## Program Outcomes

- Use oral, written, and presentation skills to communicate effectively in a business environment.
- Demonstrate proficiency in the use of integrated software.
- Display proficient administrative activities to meet the demands in a business setting
- Prepare and analyze financial information for business purposes.
- Exhibit employability and workplace skills.

## High School Endorsements

Business and Industry

## Expected Salary

**Texas wage data:** workers on average earn \$33,250; 10% of workers earn \$21,840 or less; 10% of workers earn \$44,760 or more.

## Additional Educational Opportunities

Office Information Specialist Degree (AAS)

## Career Opportunities

Secretary / Office Assistant; Information / Record Clerk; Office Financial Clerk.