



Office/Computer Applications

Certificate (30 SCH*)

*Semester Credit Hour 8/2020

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 1365 - Practicum - Administrative Assistant and Secretarial Science, General
POFT 2301 - Intermediate Keyboarding

Marketable Skills

- Critical Thinking
- Communication
- Time Management
- Teamwork
- Personal Responsibility
- Social Responsibility
- Computer Skills
- Organizational Skills
- Interpersonal Skills
- Customer Service

Program Outcomes

- Demonstrate effective business communication skills.
- Manage business information using appropriate software.
- Perform records management activities.
- Perform information processing activities.
- Perform office management activities.
- Prepare and use financial information.
- Demonstrate employability and workplace skills.

High School Endorsements

Business and Industry

Additional Educational Opportunities

Office Information Specialist Degree (AAS)

Career Opportunities

Secretary / office assistant; Information / record clerk; Office financial clerk.