### 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

- 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.