



# Office Information Specialist

AAS (60 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

ENGL 1301 - Composition I  
ITSC 2321 - Integrated Software Applications II  
MATH 1332 - Contemporary Mathematics  
POFT 1319 - Records & Information Management  
POFT 2301 - Intermediate Keyboarding

## Third Semester - 15 SCH

BUSG 1301 - Introduction to Business  
BUSI 2301 - Business Law  
BUSG 1304 - Introduction to Financial Advising  
ITSW 1304 - Introduction to Spreadsheets  
POFT 2312 - Business Correspondence & Communication

## Fourth Semester - 15 SCH

ITSW 1310 - Introduction to Presentation Graphics Software  
ECON 2302 - Principles of Microeconomics  
MUSI 1306 - Music Appreciation  
SPCH 1321 - Business & Professional Communication  
POFT 1365 - Practicum - Administrative Assistant and Secretarial Science, General

## 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

BAAS Degree (Bachelor of Applied Arts & Sciences)

## Career Opportunities

Executive secretary; Administrative assistant; Secretary / office assistant; Office manager; Information / record clerk; Financial clerk.