

**BUSINESS OFFICE TECHNOLOGY
OFFICE ADMINISTRATION**
Associate of Applied Science Degree
Fall 2009 Catalog

DEPARTMENT CONTACT NUMBERS

Toni Cantu
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1st Semester (15 credits)	ACNT 1303 - 2/3/3 Intro to Accounting †	ITSC 1309 - 2/2/3 Integrated Software Applications †	POFT 1329 - 2/3/3 Beginning Keyboarding	CPMT 1303 - 2/4/3 Intro to Computer Technology †	HRPO 1311 - 3/0/3 Human Relations
2nd Semester (15 credits)	POFI 1349 - 2/2/3 Spreadsheets	POFI 2301 - 2/2/3 Word Processing	CPMT 1304 - 2/4/3 Microcomputer System Software	POFT 1319 - 2/2/3 Records & Information Management	Approved Technical Elective*
3rd Semester (12 credits)	ITSW 1307 - 2/3/3 Intro to Database	ITSW 1310 - 2/2/3 Intro to Presentation Graphics Software †	POFT 1301 - 2/3/3 Business English	POFT 1309 - 2/2/3 Administrative Office Procedures †	
4th Semester (15 credits)	MRKG 1301 - 3/0/3 Customer Relations	POFI 2331 - 2/2/3 Desktop Publishing for the Office †	ENGL 1301 - 3/0/3 Composition I	_____ - 3/0/3 Humanities /Fine Arts Elective	MATH 1314 - 3/0/3 College Algebra (or MATH 1332)
5th Semester (15 credits)	BMGT 1327 - 3/0/3 Principles of Management †	HRPO 2301 - 3/0/3 Human Resources Management	_____ - 3/0/3 Social/Behavioral Science Elective	SPCH _____ - 3/0/3 Speech Elective	POFT 2331 - 2/2/3 Administrative Systems ◇ ‡

‡ POFT 2380, POFT 2580, POFT 2382, or POFT 2582 (Co-op) may be substituted for POFT 2331.

72 Total Semester Credit Hours	<u>COURSES OFFERED AS FOLLOWS:</u> 1st Semester- Fall & Spring 2nd Semester - Spring & Summer 3rd Semester - Summer & Fall 4th Semester - Fall & Spring 5th Semester - Spring & Summer	<u>NOTES:</u> † High school articulated course ‡ External learning experience ◇ Capstone Course	<u>*Approved Technical Electives</u> POFT 1321 Business Math ITSE 1331 Intro to Visual Basic ITNW 1325 Fundamentals of Networking Technologies HITT 1305 Medical Terminology POFL 1305 Legal Terminology Or Departmental Approval
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