



Business Computer Office Management POFT

(Offered at KC—Longview)

Business Computer Office Management prepares students to work in an office environment. Emphasis is placed on computer applications and office procedures. The program consists of an associate's degree and a certificate of completion.

First Year

First Semester

Course		Semester Hours
POFT 1329	Beginning Keyboarding	3
POFT 1301	Business English	3
POFT 1313	Professional Workforce Preparation	3
POFI 1301	Computer Applications I	3
POFT 1331	Numeric Keypad Applications	3
		15

Second Semester

Course		Semester Hours
POFT 1309	Administrative Office Procedures I	3
POFT 1319	Records & Information Management I	3
POFI 2301	Word Processing	3
POFT 2312	Business Correspondence & Communication	3
POFT 2364	Practicum	3
		15

Third Semester

Course		Semester Hours
ACNT 1303	Introduction to Accounting I	3
BUSG 1303	Principles of Finance	3
BMGT 1301	Supervision	3
HRPO 2301	Human Resources Management	3
.....	Social & Behavioral Science Elective	3
		15

Fourth Semester

Course		Semester Hours
POFI 1341	Computer Applications II**	3
ENGL 1301	Grammar & Composition	3
MATH	MATH 1332 or MATH 1342 or higher	3
SPCH	Speech Elective	3
	Humanities or Fine Arts Elective	3
		15
Total Hours		60

+ Course of study identification number.

** Capstone Experience.

Note: A student who completes the required courses with an overall average of C may receive an Associate of Applied Science degree.

