

Office Professional +5824

(Offered at KC - Longview)

Office Professional 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 Semester		
Course		Semester Hours
POFT 1329	Beginning Keyboarding	3
POFT 1319	Records & Information Management I	3
POFT 1313	Professional Workforce Preparation	3
POFI 1301	Computer Applications I	3
POFT 1231	Numeric Keypad Applications	2
		14
Second Semester		
Course		Semester Hours
POFI 1341	Computer Applications II	3
POFT 1309	Administrative Office Procedures I	3
POFT 1301	Business English	3
POFI 2301	Word Processing	3
POFT 1271	Financial Documents	2
		14
Third Semester		
Course		Semester Hours
ENGL 1301	Composition I	3
	Social & Behavioral Science Elective	3
	Humanities/Fine Arts Elective	3
		9
Fourth Semester		
Course		Semester Hours
POFT 2312	Business Correspondence & Communication	3
POFI 2340	Advanced Word Processing	3
POFT 1349	Administrative Office Procedures II, QuickBooks, or POFM 1317, Medical Administrative Support	3
POFI 2331	Desktop Publishing for the Office or HITT 1305, Medical Terminology I	3
POFT 1220	Job Search Skills	2
		14
Fifth Semester		
Course		Semester Hours
MATH	MATH 1332 or MATH 1342 or higher	3
SPCH	Speech Elective	3
POFT 2364	Practicum **	3
		9
		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.