

OFFICE ADMINISTRATION

Information Processing Specialist

Occupational Skills Award

The Information Processing Specialist Occupational Skills Award is designed to equip students with the essential skills and knowledge needed in roles that involve information management, data processing, and business-related tasks. The award is tailored to validate skills for organizing and processing data using computer systems and specialized software. Three select courses prepare students for data entry, document creation and formatting, file organization and retrieval, and presentation application abilities sought by employers. Successfully completed courses can be applied to other degree plans within the Office Administration program. Courses are available online or in hybrid online format.

Legal Office Specialist

Occupational Skills Award

The Legal Office Specialist Occupational Skills Award provides foundational knowledge and practical skills needed to work in a legal office or law-related setting by successfully completing three courses. Students gain an understanding of law and legal theory with introductory knowledge that supports the daily operations of a law office, legal department, or government agency. Students learn how to manage administrative and clerical tasks using legal concepts for entry to mid-level standards of legal office procedures. After successful completion, select courses can be applied to other degree plans within the Office Administration program or the Paralegal program. Courses are available online or in hybrid online format.

Office Clerk

Occupational Skills Award

The Office Clerk Occupational Skills Award is designed to prepare students with the basic to entry-level knowledge and skills that play a vital role in an office by performing administrative and clerical tasks. Students learn about the efficient functioning of office environments across different industries. Select courses provide instruction in keyboarding, word processing software, practical application of basic business language usage skills, and foundational knowledge of administrative office procedures. Successfully completed courses can be applied to other degree plans within the Office Administration program. Courses are available online or in hybrid online format.

Legal Office Specialist

Certificate

The Legal Office Specialist Certificate provides students with essential skills and knowledge needed to work efficiently in legal office settings. This degree plan combines technical training in office software applications with legal-specific administrative skills, preparing students for entry-level roles in law firms, corporate legal departments, and government agencies. The plan also provides students with specialized skills to thrive in administrative roles within the legal field. The specialist contributes effectively to the efficient front-end operation of a legal office. A

select number of successfully completed courses may be applied to other degree plans within the Office Administration program giving students a time advantage for degree plan completion. Courses are available online or in hybrid online format.

Office Specialist

Certificate

The Office Specialist Certificate is designed to prepare students with a foundational skill set required for roles in office administration. The certificate plan focus is aligned with the role of transactional and operational office functions. The Specialist plays a key role in handling a variety of clerical, organizational, and communication tasks by supporting daily business functions in corporate offices, government agencies, healthcare facilities, and legal or financial organizations. Key responsibilities include data entry and records management, document preparation, knowledge of administrative procedures, and office technology and software use (e.g., Microsoft Office). Successfully completed courses may be applied to other degree plans within the Office Administration program giving students a time advantage for degree plan completion. Courses are available online or in hybrid online format.

Administrative Office Management

Associate of Applied Science

The Administrative Office Management Associate of Applied Science is designed to provide students with a solid foundation in advanced administrative and office management knowledge. This degree plan includes the course instruction of the Office Specialist Certificate plan plus courses that teach to a higher proficiency of the administrative professional. Key responsibilities of graduates may include the oversight of daily office operations, delegating tasks, creating, editing, and formatting complex business reports, maintaining records and information management, project coordination, executive-level support, and high-level business communication.

This degree plan prepares individuals for mid-to senior level administrative roles such as executive assistant, operations coordinator, office manager, or administrative supervisor, where they can contribute to organizational success. Graduates often work at corporate offices, legal and healthcare settings, government agencies, and executive support roles. A select number of successfully completed courses may be applied to other degree plans within the Office Administration program, the Bachelor of Applied Science degree in Organizational Leadership or the Bachelor of Applied Technology degree in Operations Management, giving the student a time advantage for completion. Courses are available online or in hybrid online format.

Program Learning Outcomes

Legal Office Specialist Certificate

1. Graduates will implement administrative office management by organizing, storing, and retrieving information when using data from visual, written, or verbal communication.
2. Graduates will apply advanced office applications with a special emphasis on problem solving by using management theories as a foundation for critical thinking.
3. Graduates will demonstrate attention to detail by applying the placement of information

using process, data, and information ordering skills.

4. Graduates will practice a learning plan that applies theory, concepts, and skills involving specialized materials, tools, equipment, interactions, and procedures relating to the occupation of office administration in business environments.

Office Specialist Certificate

1. Graduates will implement administrative office management by organizing, storing, and retrieving information when using data from visual, written, or verbal communication.
2. Graduates will apply advanced office applications with a special emphasis on problem solving by using management theories as a foundation for critical thinking.
3. Graduates will recall decision-making concepts that apply to administrative office projects by examining information from software and technology applications.
4. Graduates will practice a learning plan that applies theory, concepts, and skills involving specialized materials, tools, equipment, interactions, and procedures relating to the occupation of office administration in business environments.

Administrative Office Management Associate of Applied Science

1. Graduates will implement administrative office management by organizing, storing, and retrieving information when using data from visual, written, or verbal communication.
2. Graduates will apply advanced office applications with a special emphasis on problem solving by using management theories as a foundation for critical thinking.
3. Graduates will recall decision-making concepts that apply to administrative office projects by examining information from software and technology applications.
4. Graduates will practice a learning plan that applies theory, concepts, and skills involving specialized materials, tools, equipment, interactions, and procedures relating to the occupation of office administration in business environments.
5. Graduates will demonstrate attention to detail by applying the placement of information using process, data, and information ordering skills.

Advisory Committee Members

Cecilia Garza, City of McAllen
Iris Ramirez, Office of Attorney Toribio Palacios
Leeanna Rosel, City of Edinburg
Velma Segura, Law Office of David Cazares

Occupational Skills Award

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Certificates

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Associate Degrees

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Information Processing Specialist Occupational Skills Award

TSI Exempt

Course	Title	Credit Hours
Fall		
POFI 2301	Word Processing	3
POFI 2340	Advanced Word Processing	3
POFT 1328	Business Presentations	3
Credit Hours		9
Total Credit Hours		9

Legal Office Specialist Occupational Skills Award

TSI Exempt

Course	Title	Credit Hours
Fall		
LGLA 1307	Introduction to Law and the Legal Professions	3
POFL 1303	Legal Office Procedures I	3
POFL 1340	Legal Office Procedures II	3
Credit Hours		9
Total Credit Hours		9

Office Clerk Occupational Skills Award

TSI Exempt

Course	Title	Credit Hours
Fall		
POFI 2301	Word Processing	3
POFT 1301	Business English	3
POFT 1309	Administrative Office Procedures I	3
POFT 1329	Beginning Keyboarding	3
Credit Hours		12
Total Credit Hours		12

Legal Office Specialist Certificate

TSI Exempt

Course	Title	Credit Hours
Fall		
POFI 2301	Word Processing	3
POFL 1305	Legal Terminology	3
POFL 1303	Legal Office Procedures I	3
POFT 1301	Business English	3
POFT 1329	Beginning Keyboarding	3
Credit Hours		15
Spring		
POFL 2305	Introduction to Legal Research	3
POFI 1349	Spreadsheets	3
POFI 2340	Advanced Word Processing	3
POFT 1319	Records and Information Management I	3
POFT 2312	Business Correspondence and Communication	3
Credit Hours		15
Summer		
POFL 2301	Legal Document Processing	3
POFL 1340	Legal Office Procedures II	3

POFL 2386	Internship - Legal Administrative Assistant/Secretary	3
Credit Hours		9
Total Credit Hours		39

Office Specialist Certificate

TSI Exempt

Course	Title	Credit Hours
Fall		
POFT 1329	Beginning Keyboarding	3
POFI 2301	Word Processing	3
POFT 1301	Business English	3
POFT 1309	Administrative Office Procedures I	3
Credit Hours		12
Spring		
POFT 1328	Business Presentations	3
POFI 1349	Spreadsheets	3
POFT 1319	Records and Information Management I	3
POFT 2312	Business Correspondence and Communication	3
POFI 2340	Advanced Word Processing	3
Credit Hours		15
Summer		
POFT 1449	Administrative Office Procedures II	4
POFT 1280	Cooperative - Administrative Assistant and Secretarial	2
Credit Hours		6
Total Credit Hours		33

Administrative Office Management Associate of Applied Science

TSI Liable

Course	Title	Credit Hours
First Year		
Fall		
POFT 1329	Beginning Keyboarding	3
ENGL 1301	Composition I ¹	3
POFI 2301	Word Processing	3
POFT 1301	Business English	3
POFT 1309	Administrative Office Procedures I	3
Credit Hours		15
Spring		
POFT 1328	Business Presentations	3
POFI 1349	Spreadsheets	3
POFT 1319	Records and Information Management I	3
POFT 2312	Business Correspondence and Communication	3
Math and Natural Sciences Elective ^{1,2}		4
Credit Hours		16
Summer		
Social and Behavioral Sciences Elective ¹		3
Credit Hours		3
Second Year		
Fall		
POFI 2340	Advanced Word Processing	3
ACNT 1303	Introduction to Accounting I	3
Humanities Elective ¹		3
POFT 1449	Administrative Office Procedures II	4
Credit Hours		13

Spring		
BMGT 1301	Supervision	3
Speech Elective ¹		3
POFT 2303	Speed and Accuracy Building	3
POFT 2331	Administrative Project Solutions	3
POFT 1166	Practicum - General Office Occupations and Clerical Services	1
Credit Hours		13
Total Credit Hours		60

¹ Identifies courses to fulfill minimum 15 credit hour General Education requirement

² Students must take a 4 credit hour course in order to fulfill the Math and Natural Sciences Elective.