

ADMIN ASSIST/GEN OFF (POFT)

POFT 1166

Practicum - General Office Occupations and Clerical Services

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: POFT 1329, POFI 2301, POFT 1301, POFT 1309, POFT 1328, POFI 1349, POFT 1319, POFT 2312, POFI 2340, POFT 1449, POFT 2303, POFT 2331.

POFT 1280

Cooperative - Administrative Assistant and Secretarial

CRT HRS:2 LEC HRS:1 LAB HRS:0 OTH HRS:8

This course provides career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

Prerequisite: POFT 1329, POFI 2301, POFT 1301, POFT 1309, POFT 1328, POFI 1349, POFT 1319, POFT 2312, POFI 2340, POFT 1449.

POFT 1301

Business English

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course is an introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

Prerequisite: None.

POFT 1309

Administrative Office Procedures I

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course is a study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment.

Prerequisite: None.

POFT 1319

Records and Information Management I

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course is an introduction to basic records and information management. It includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules.

Prerequisite: None.

POFT 1321

Business Math

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course provides the student instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications.

Prerequisite: None.

POFT 1328

Business Presentations

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course provides skill development in planning and conducting business presentations on an individual and/or group basis including communication and media skills.

Prerequisite: None.

POFT 1329

Beginning Keyboarding

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course will teach the student skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis is placed on the development of acceptable speed and accuracy levels and formatting basic documents.

Prerequisite: None.

POFT 1449

Administrative Office Procedures II

CRT HRS:4 LEC HRS:3 LAB HRS:2 OTH HRS:0

This course explores advanced office application with a special emphasis on decision making, goal setting, management theories, and critical thinking.

Prerequisite: POFT 1309, POFT 1319, POFI 1349, POFI 2340, and POFT 1328.

POFT 2303

Speed and Accuracy Building

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course teaches how to review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy.

Prerequisite: POFT 1329.

POFT 2312

Business Correspondence and Communication

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course teaches the development of writing and presentation skills required to produce effective business documents.

Prerequisite: POFT 1301.

POFT 2319

Administrative Project Solutions

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course covers advanced concepts of project management and office procedures integrating software applications, critical thinking, and problem-solving skills.

Prerequisite: POFT 1349 or POFL 1340.