

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 to excel in roles that involve information management, data processing, and related tasks. The award is tailored to meet the demands of a rapidly evolving field in information technology. The select courses prepare students for entry-level data entry, database, or data clerk positions in various organizational departments. Successfully completed courses may be applied to the Office Specialist Certificate or the Administrative Office Assistant Associate of Applied Science degree.

Legal Office Specialist

Occupational Skills Award

The Legal Office Specialist Occupational Skills Award is designed to equip students with basic skills required for entry-level roles in legal office settings. The award focuses on providing training from select courses with the aim to provide specialized training and practical expertise to perform key tasks within the legal profession in office administration. The award provides a targeted pathway for individuals seeking to pursue educational advancement within the legal field. Successfully completed courses may be applied to the Legal Office Specialist Certificate.

Office Clerk

Occupational Skills Award

The Office Clerk Occupational Skills Award is designed to provide students with the fundamental skills required for success in entry-level administrative positions. Students are equipped to contribute efficient functioning of office environments across different industries. Select courses provide curriculum in keyboarding, word processing software, practical application of basic business language usage skills, and foundational knowledge of administrative office procedures. Successfully completed courses may be applied to the Office Specialist Certificate or the Administrative Office Assistant Associate of Applied Science degree.

Legal Office Specialist

Certificate

The Legal Office Specialist Certificate is designed to prepare students with specialized training for administrative roles within legal settings. The certificate plan focuses on providing students with the unique skills and knowledge required to support legal professions and efficiently manage legal office operations. The plan also provides students with specialized skills to thrive in administrative roles within the legal field. Graduates will contribute effectively to the efficient functioning of legal offices and gain valuable experience in the legal profession. A select number of successfully completed courses may be applied to the Administrative Office Assistant Associate of Applied Science degree giving students a time advantage for its completion.

Office Specialist

Certificate

The Office Specialist Certificate is designed to prepare students with a comprehensive skill set required for roles in office administration. This certificate plan focuses on providing students with both foundational and intermediate to advanced skills necessary in diverse office environments. Well-rounded knowledge prepares students for immediate entry into the workforce with the skills needed to thrive in various administrative roles specializing in an office environment. Successfully completed courses may be applied to the Administrative Office Assistant Associate of Applied Science degree giving students a time advantage for its completion.

Administrative Office Assistant

Associate of Applied Science

The Administrative Office Assistant 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 specialization of Office Specialist and prepares students for diverse roles in office administration by equipping them with a combination of transactional, operational, and practical skills required to contribute effectively and efficiently to the rapidly evolving work of information processing and technology.

The curriculum highlights advanced office applications with a special emphasis on decision-making, goal setting, management theories, and critical thinking used for information management. Students will be well prepared in data processing, software applications, and related tasks such as administrative project management. Graduates will be qualified for mid- to higher-level positions in various administrative roles. Successfully completed courses may be applied toward 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 its completion.

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 Assistant 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
 Leeanna Rosel, City of Edinburg
 Velma Segura, Law Office of David Cazares

Occupational Skills Award

- Information Processing Specialist Occupational Skills Award (p. 2)
- Legal Office Specialist Occupational Skills Award (p. 2)
- Office Clerk Occupational Skills Award (p. 2)

Certificates

- Legal Office Specialist Certificate (p. 2)
- Office Specialist Certificate (p. 2)

Associate Degrees

- Administrative Office Assistant Associate of Applied Science (p. 3)

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 1303 | Legal Office Procedures I | 3 |
| POFT 1301 | Business English | 3 |
| POFT 1329 | Beginning Keyboarding | 3 |
| Credit Hours | | 12 |
| Spring | | |
| POFI 2340 | Advanced Word Processing | 3 |
| POFL 2301 | Legal Document Processing | 3 |
| POFT 1319 | Records and Information Management I | 3 |
| POFT 1328 | Business Presentations | 3 |
| POFT 2312 | Business Correspondence and Communication | 3 |
| Credit Hours | | 15 |
| Summer | | |
| POFL 1340 | Legal Office Procedures II | 3 |
| POFL 2264 | CAPSTONE: Practicum | 2 |
| Credit Hours | | 5 |
| Total Credit Hours | | 32 |

Office Specialist Certificate

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 |
| Spring | | |
| POFI 2340 | Advanced Word Processing | 3 |
| POFT 1319 | Records and Information Management I | 3 |
| POFT 1328 | Business Presentations | 3 |
| POFI 1349 | Spreadsheets | 3 |

| | | |
|---------------------------|---|-----------|
| POFT 2312 | Business Correspondence and Communication | 3 |
| Credit Hours | | 15 |
| Summer | | |
| POFT 1349 | Administrative Office Procedures II | 3 |
| POFT 1165 | Practicum | 1 |
| Credit Hours | | 4 |
| Total Credit Hours | | 31 |

Administrative Office Assistant Associate of Applied Science

TSI Liable

| Course | Title | Credit Hours |
|--|---|--------------|
| First Year | | |
| Fall | | |
| POFI 2301 | Word Processing | 3 |
| POFT 1301 | Business English | 3 |
| POFT 1309 | Administrative Office Procedures I | 3 |
| POFT 1329 | Beginning Keyboarding | 3 |
| Social and Behavioral Sciences Elective ¹ | | 3 |
| Credit Hours | | 15 |
| Spring | | |
| POFI 1349 | Spreadsheets | 3 |
| POFI 2340 | Advanced Word Processing | 3 |
| POFT 1319 | Records and Information Management I | 3 |
| POFT 1328 | Business Presentations | 3 |
| POFT 2312 | Business Correspondence and Communication | 3 |
| Credit Hours | | 15 |
| Summer | | |
| POFT 1349 | Administrative Office Procedures II | 3 |
| Credit Hours | | 3 |
| Second Year | | |
| Fall | | |
| ACNT 1303 | Introduction to Accounting I | 3 |
| POFT 2331 | Administrative Project Solutions | 3 |
| Humanities Elective ¹ | | 3 |
| Speech Elective ¹ | | 3 |
| Credit Hours | | 12 |
| Spring | | |
| BMGT 1301 | Supervision | 3 |
| ENGL 1301 | Composition I ¹ | 3 |
| POFT 2303 | Speed and Accuracy Building | 3 |
| Math and Natural Sciences Elective ^{1,2} | | 4 |
| Credit Hours | | 13 |
| Summer | | |
| POFT 2264 | CAPSTONE: Practicum | 2 |
| Credit Hours | | 2 |
| 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.