

# OFFICE ADMINISTRATION

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## Information Processing Specialist

### Occupational Skills Award

The Information Processing Specialist Occupational Skills Award from the Office Administration program is given to students that successfully complete three courses: Word Processing, Advanced Word Processing and Business Presentations. The courses selected will provide in-depth coverage of word processing software focusing on business applications and skill development in planning and conducting business presentations.

## Legal Office Specialist

### Occupational Skills Award

The Legal Office Specialist Occupational Skills Award from the Office Administration program is given to students that successfully complete three courses: Word Processing, Advanced Word Processing and Business Presentations. The courses selected will provide coverage of word processing software, the study of legal administrative duties, and advanced concepts of applications designed to require students use of critical thinking skills in the selected areas of law.

## Office Clerk

### Occupational Skills Award

The Office Clerk Occupational Skills Award from the Office Administration program is given to students that successfully complete four courses: Word Processing, Business English, Administrative Office Procedures I and Beginning Keyboarding. The courses selected will provide coverage of word processing software, practical application of basic language usage skills with emphasis of writing and editing for business, the current study of office procedures including time management and critical areas of office environment responsibilities and skill development in acceptable speed and accuracy levels for keyboarding.

## Legal Office Specialist

### Certificate

The Legal Office Specialist Certificate prepares students to work in a support role for a law office environment. The Specialist performs administrative duties using legal terminology, procedures and documents. Students learn to prepare legal papers and correspondence used in legal and court systems. Students are introduced to basic records and information management for filing procedures and rules.

Courses taken in this certificate include legal document processing, business presentations, legal office procedures, business correspondence and communication, and a capstone practicum. Students will be required to complete capstone hours in the form of an internship before the end of the certificate plan. Internships can be completed at a site company or is available through distance learning online. Students who have successfully completed the Certificate can apply the credit hours earned toward the Administrative Office Assistant Associate of Applied Science giving the student a time advantage for its completion.

## Office Specialist

### Certificate

The Office Specialist Certificate prepares students to work in a support role for a specialized, business or administrative office environment. The specialist performs administrative duties using advanced word processing software focusing on practical business application, writing and editing for business documents, telephone skills, time management skills, records and information management which include manual and electronic filing procedures and rules, how to conduct business presentations using media skills and skills development in the application of spreadsheets.

Students will be required to complete capstone hours in the form of an internship before the end of the certificate plan. Internships can be completed at a site company or is available through distance learning online. Students who have successfully completed the Certificate can apply the credit hours earned toward the Administrative Office Assistant Associate of Applied Science giving the student a time advantage for its completion.

## Administrative Office Assistant

### Associate of Applied Science

The Administrative Office Assistant Associate of Applied Science prepares students to work in an entry to mid-level support role in the management functions of a specialized, business or administrative office environment. The course work of this degree plan aims to develop students into administrative professionals by studying the administrative duties required in today's organizational and technological systems. Students take coursework in advanced word processing software focusing on practical business application, writing and editing for business documents, telephone skills, time management skills, records and information management which include manual and electronic filing procedures and rules, how to conduct business presentations using media skills and skills development in the application of spreadsheets.

Students explore advanced office application with a special emphasis on decision-making, goal setting, management theories and critical thinking. The degree plan includes the study of analyzing, classifying and recording business transactions such as preparing financial bank statements, bank reconciliation and payroll using introductory accounting practices. The degree plan also covers concepts of project management and supervision. Students will be required to complete capstone hours in the form of an internship before the end of the degree plan. Internships can be completed at a site company or is available through distance learning online. Students who have successfully completed courses in this degree plan can apply the credit hours earned 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. Students will be able to demonstrate knowledge of the business role by performing routine administrative functions and information ordering.

2. Student will be able to explain ideas and concepts by using effective written, verbal, and visual communication skills.

3. Student will be able to implement administrative office applications by organizing, planning, and prioritizing work.

4. Student will be able to use attention to detail by applying the placement of information using process information skills.

5. Graduates will manage the scheduling workflow within specific deadlines according to various calendars.

### Office Specialist Certificate

1. Students will be able to demonstrate knowledge of the business role by performing routine administrative functions and information ordering.

2. Student will be able to explain ideas and concepts by using effective written, verbal, and visual communication skills.

3. Student will be able to execute administrative office procedures by using database software, desktop software, and technology applications.

4. Graduates will be able to set up records management systems.

### Administrative Office Assistant Associate of Applied Science

1. Students will be able to demonstrate knowledge of the business role by performing routine administrative functions and information ordering.

2. Student will be able to explain ideas and concepts by using effective written, verbal, and visual communication skills.

3. Student will be able to execute administrative office procedures by using database software, desktop software, operating system software and technology applications.

4. Student will be able to implement administrative office applications by organizing, planning, and prioritizing work.

5. Student will be able to use attention to detail by applying the placement of information using process information skills.

6. Graduates will be able to execute applications of project management.

## Advisory Committee Members

Cecilia Garza, City of McAllen

Natalie Goza, McAllen ISD

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. 3)

## Associate Degrees

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

## Information Processing Specialist Occupational Skills Award

### TSI EXEMPT

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

## Legal Office Specialist Occupational Skills Award

### TSI EXEMPT

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

## Office Clerk Occupational Skills Award

### TSI EXEMPT

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

## Legal Office Specialist Certificate

### TSI EXEMPT

Course	Title	Credit Hours
<b>Fall</b>		
POFI 2301	Word Processing	3
POFL 1303	Legal Office Procedures I	3
POFT 1301	Business English	3
POFT 1329	Beginning Keyboarding	3
<b>Credit Hours</b>		<b>12</b>
<b>Spring</b>		
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
<b>Credit Hours</b>		<b>15</b>
<b>Summer</b>		
POFL 1340	Legal Office Procedures II	3
POFL 2264	CAPSTONE: Practicum	2
<b>Credit Hours</b>		<b>5</b>
<b>Total Credit Hours</b>		<b>32</b>

# Office Specialist Certificate

## TSI EXEMPT

Course	Title	Credit Hours
<b>Fall</b>		
POFI 2301	Word Processing	3
POFT 1301	Business English	3
POFT 1309	Administrative Office Procedures I	3
POFT 1329	Beginning Keyboarding	3
<b>Credit Hours</b>		<b>12</b>
<b>Spring</b>		
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
<b>Credit Hours</b>		<b>15</b>
<b>Summer</b>		
POFT 1349	Administrative Office Procedures II	3
POFT 2264	CAPSTONE: Practicum	2
<b>Credit Hours</b>		<b>5</b>
<b>Total Credit Hours</b>		<b>32</b>

<b>Summer</b>		
POFT 2264	CAPSTONE: Practicum	2
<b>Credit Hours</b>		<b>2</b>
<b>Total Credit Hours</b>		<b>60</b>

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

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

# Administrative Office Assistant Associate of Applied Science

## TSI LIABLE

Course	Title	Credit Hours
<b>First Year</b>		
<b>Fall</b>		
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 <sup>1</sup>		3
<b>Credit Hours</b>		<b>15</b>
<b>Spring</b>		
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
<b>Credit Hours</b>		<b>15</b>
<b>Summer</b>		
POFT 1349	Administrative Office Procedures II	3
<b>Credit Hours</b>		<b>3</b>
<b>Second Year</b>		
<b>Fall</b>		
ACNT 1303	Introduction to Accounting I	3
POFT 2331	Administrative Project Solutions	3
Humanities Elective <sup>1</sup>		3
Speech Elective <sup>1</sup>		3
<b>Credit Hours</b>		<b>12</b>
<b>Spring</b>		
BMGT 1301	Supervision	3
ENGL 1301	Composition I <sup>1</sup>	3
POFT 2303	Speed and Accuracy Building	3
Math and Natural Sciences Elective <sup>1,2</sup>		4
<b>Credit Hours</b>		<b>13</b>