

2001-2002

PROFESSIONAL OFFICE TECHNOLOGY
Associate of Applied Science
Administrative Assistant

STUDENT NAME _____ SS# _____
ADDRESS _____ CITY, STATE, & ZIP CODE _____
TELEPHONE (DAY) _____ EVE _____ ENROLLMENT DATE _____

PLACEMENT TESTING: Read.	Writing	Math	TASP COMPLETE/EXEMPT/WAIVED DATE: _____
Pre-TASP	_____	_____	
TASP	_____	_____	

DEVELOPMENTAL COURSES (enter grade) _____ Orin 101 - College Success
Reading: _____ None _____ READ 70 _____ READ 80 _____ READ 90 _____ Non Course Remediation
Writing: _____ None _____ ENGL 71 _____ ENGL 81 _____ ENGL 91 _____ Non Course Remediation
Math: _____ None _____ MATH 80 _____ MATH 85 _____ MATH 90 _____ Non Course Remediation

Major Courses			SCH	COLLEGE	SEM/YR	GRADE	COMMENTS
FIRST YEAR - FALL SEMESTER							
ITSC	1309	Integrated Software Applications I (TP)	3				
POFT	1302	Business Communications I	3				
POFT	1309	Administrative Office Procedures I (TP)	3				
POFT	1329	Keyboarding and Document Formatting	3				
PSYC	2301	General Psychology	3				
FIRST YEAR - SPRING SEMESTER							
POFT	1349	Administrative Office Procedures II (TP)	3				
POFT	2301	Document Formatting and Skillbuilding	3				
POFT	2312	Business Communications II	3				
ITSW	1301	Introduction to Word Processing (TP)	3				
		###Mathematics / Natural Sciences Elective	4				
SECOND YEAR - FALL SEMESTER							
POFI	2331	Desktop Publishing for the Office	3				
ITSW	1304	Introduction to Spreadsheets	3				
ITSW	1307	Introduction to Database	3				
ITSW	2331	Advanced Word Processing	3				
SPAN	2313	Beginning Spanish I (for Spanish Speakers)	3				
SECOND YEAR - SPRING SEMESTER							
ITSW	1310	Presentation Media Software (TP)	3				
ACNT	1303	Introduction to Accounting I (TP)	3				
ENGL	1301	Composition	3				
SPCH	1321	Business & Professional Speaking	3				
POFT	2264	CAPSTONE: Practicum	2				

IDENTIFIES COURSES TO FULFILL MINIMUM 15 HOURS GENERAL EDUCATION REQUIREMENT

STUDENT'S SIGNATURE _____ DATE _____ FACULTY / ADVISOR'S SIGNATURE _____ DATE _____

2001 - 2002 Professional Office Technology - Administrative Assistant, Associate of Applied Science

PRE-REQUISITES:

- ITSC 1309 INTEGRATED SOFTWARE APPLICATIONS I**
Prerequisite: None.
- POFT 1302 BUSINESS COMMUNICATIONS I**
Prerequisite: None.
- POFT 1309 ADMINISTRATIVE OFFICE PROCEDURES I**
Prerequisite: None.
- POFT 1329 KEYBOARDING AND DOCUMENT FORMATTING**
Prerequisite: POFT 1227.
- PSYC 2301 GENERAL PSYCHOLOGY**
Prerequisite: A passing score of 230+ on the reading portion of the TASP test or qualify for the "B or Better" option or TASP exemption via SAT or ACT scores.
- POFT 1349 ADMINISTRATIVE OFFICE PROCEDURES II**
Prerequisite: POFT 1309.
- POFT 2301 DOCUMENT FORMATTING AND SKILLBUILDING**
Prerequisite: POFT 1329.
- POFT 2312 BUSINESS COMMUNICATIONS II**
Prerequisite: POFT 1302.
- ITSW 1301 INTRODUCTION TO WORD PROCESSING**
Prerequisite: POFT 1329 or ITSC 1309.
- POFI 2331 DESKTOP PUBLISHING FOR THE OFFICE**
Prerequisite: ITSC 1309.
- ITSW 1304 INTRODUCTION TO SPREADSHEETS**
Prerequisite: ITSC 1309 or COSC 1301.
- ITSW 1307 INTRODUCTION TO DATABASE**
Prerequisite: ITSC 1309 or COSC 1301.
- ITSW 2331 ADVANCED WORD PROCESSING**
Prerequisite: ITSW 1301.
- SPAN 2313 BEGINNING SPANISH I (FOR SPANISH SPEAKERS)**
Prerequisite: None.
- ITSW 1310 PRESENTATION MEDIA SOFTWARE**
Prerequisite: COSC 1301 or ITSC 1309.
- ACNT 1303 INTRODUCTION TO ACCOUNTING I**
Prerequisite: READ 80 and MATH 80 or equivalent.
- ENGL 1301 COMPOSITION**
Prerequisite: Completion of READ 80 or equivalent. A passing score of 220+ on the writing portion of the TASP test or qualify for the "B or Better" option or TASP exemption via SAT or ACT scores.
- SPCH 1321 BUSINESS & PROFESSIONAL SPEAKING**
Prerequisite: None.
- POFT 2264 CAPSTONE: PRACTICUM**
Prerequisite: Students enrolled in the certificate program must have completed 30 semester credit hours. Students enrolled in the Associate Degree program must have completed 46 semester credit hours.

MATHEMATICS / NATURAL SCIENCES ELECTIVE - 4 CREDITS (Depending on the course, check the catalog for pre-requisites.)