



Office Administration
Level 1 Certificate

Catalog Year: 2019-20

Business Pathway

AC Course Number	Required Course Titles	Credit Hours	Semesters Offered	Course Modalities
FIRST YEAR				
First Semester				
<input type="checkbox"/> ACNT 1303 or ACCT 2301	Intro to Accounting or Principles of Financial Accounting	3	F, Sp	F2F
<input type="checkbox"/> ITSW 1301	Intro to Word Processing	3	F, Su	F2F, Int
<input type="checkbox"/> ITSW 1304	Intro to Spreadsheets	3	F,Sp, Su	F2F, Int
<input type="checkbox"/> POFT 1309	Administrative Office Procedures I	3	F,	Int
<input type="checkbox"/> POFT 1319	Records & Infor Management I	3	F	Int
Second Semester				
<input type="checkbox"/> POFT 2303	Speed & Accuracy Building	3	F, Sp	F2F
<input type="checkbox"/> POFT 1301	Business English	3	Sp	Int
<input type="checkbox"/> POFT 1321	Business Math	3	F, Sp, Su	F2F
<input type="checkbox"/> POFI 2331	Desktop Publishing	3	F	Int
<input type="checkbox"/> BUSI 2304	Business Report Writing & Correspondence	3	F, Sp, Su	F2F, Int
TOTAL CREDIT HOURS		30		

Semesters: Fall (F), Winter (W)Spring (Sp), Summer (Su)

Modalities: Face-to-face (F2F), Internet/online (Int), Hybrid (Hyb)



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Transfer Opportunities

Continued studies at Angelina College for Associate of Applied Science- Office Administration.

Marketable Skills

- 1) Work well on a team
- 2) Define, explain and interpret technical information
- 3) Use critical thinking to identify strengths and weakness to determine solutions
- 4) Identify appropriate information sources
- 5) Use math to answer questions
- 6) Schedule/coordinate Operations
- 7) Use current technology to diagnose and solve problems
- 8) Use Troubleshooting to determine causes and decide what to do about it
- 9) Think on your feet

Career Opportunities and Salaries

Employment of secretaries, except legal, medical, and executive—the largest occupation in this profile—is projected to decline 7 percent from 2016 to 2026. In some organizations, technology is expected to enable other staff to prepare their own documents without the assistance of secretaries.

Occupations, beginning salaries:
Correspondence Clerks - \$24,900
Office Clerks, General - \$18,990

Technical Skills

Secretaries and administrative assistants perform routine clerical and administrative duties. They organize files, prepare documents, schedule appointments, and support other staff.