



Office Administration – Word Processing

Level 1 Certificate

Business Pathway

AC Course Number	Required Course Titles	Credit Hours	Semesters Offered	Course Modalities
FIRST YEAR				
First Semester				
<input type="checkbox"/> ITSW 1301	Introduction to Word Processing	3	F,Su	Int
<input type="checkbox"/> POFI 2331	Desktop Publishing	3	F	Int
<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"/> ITSW 1304	Introduction to Spreadsheets	3	F, Sp, Su	F2F, Int
	TOTAL CREDIT HOURS	15		

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

Continue studies at Angelina College toward Office Administration Certificate and/or Office Administration Associate of Applied Science.

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

Opportunities are working in an office environment doing clerical task.

Occupations, beginning salaries:

General Office Clerks - \$31,500

Information Clerks - \$33,680

Secretaries and Administrative Assistants - \$34,610

Technical Skills

Use word processor, computer or typewriter to type letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. May perform other clerical duties as assigned.

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

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