Angelina College

Office Administration - Computer User Support Specialist

The Level 1 Certificate in Office Administration - Computer User Support Specialist teaches students to use various software applications applicable to work in an office setting. After successfully completing the relevant courses, students may pursue employment or advancement in an administrative office environment.

Program Learning Outcomes (PLO)

PLO 1: Demonstrate the ability to produce business or organizational reports for management decision-making or promotion.

PLO 2: Demonstrate the ability to produce formula-based and automated spreadsheets and charts to manage supplies, personnel, costs, or revenues effectively.

Courses Measuring the Achievement of Program Learning Outcomes

Course	PLO 1	PLO 2
ITSW 1301	X	
ITSW 1304		X

OFFICE ADMINISTRATION RECOMMENDED ACADEMIC PLAN

1ST YEAR, 1ST SEMESTER			Credit Hours	✓
Term 1				
ITSW	1301	Introduction to Word Processing	3	☐
ITSW	1304	Introduction to Spreadsheets	3	☐
POFT	1301	Business English	3	☐
Term 2				
ITSW	1310	Introduction to Presentation Graphics Software	3	☐
ITSW	1307	Introduction to Database	3	☐
POFT	1309	Administrative Office Procedures	3	☐

☞ ***Apply for Graduation***

✹ ***Earned:*** ***Level 1 Certificate in Office Administration - Computer User Support Specialist*** **18**

Total Hours 18