

ACC DEGREE TRACKING WORKSHEET

NAME _____ SSN _____

Office Administration OFFICE ASSISTANT Certificate 2002-2003 Catalog

This certificate may be completed in one semester.

Program Course #	Course Title	Sem Hrs.	Sem Taken	Grade	College (If not ACC)
POFT 1329+	Keyboarding and Document Formatting -- MS Word I	3			
POFT 1302+	Business Communications I	3			
POFT 1309+	Administrative Office Procedures I	3			
POFT 1321+	Business Math	3			
POFT 1231+	Business Machine Applications -- Data Entry	2			
POFI 1449+#	Spreadsheets -- Excel	4			
POFI 1371+	Access	3			

+ Prerequisites: See Course Descriptions.
Capstone course

Final approval of degree plan for graduation is provided by the Admissions Office. Application for graduation must be on file in the Admissions Office before the published deadline of the student's final semester. The ACC Catalog contains important information about graduation.

ACC COURSE DESCRIPTIONS

POFI 1371 ACCESS (3-2-2). A course which provides instruction and business applications for designing, updating, and managing a database using Microsoft AccessT. Instruction on creating reports and forms and integrating applications is also included. This course covers the required skill sets on the Microsoft Office User Specialist (MOUS) core and expert exams. Fee: \$12 Prerequisites: Introduction to computer application course or equivalent and 30 wpm. (POFI 1271)

POFI 1449 SPREADSHEETS -- EXCEL (4-3-2). Skill development in the use of ExcelT. Topics include worksheet creation and manipulation functions, templates, macro programming database functions, data-table features, and graphics. This course covers the required skill sets on the Microsoft Office User Specialist (MOUS) core and expert exams. Fee: \$12 Prerequisites: Introduction to a computer application course or equivalent and ability to key 30 wpm. (OST 1023)

POFT 1231 BUSINESS MACHINE APPLICATIONS -- DATA ENTRY (2-1-2). Skill development in the operation of machines used in a business environment. Emphasis on the development of skills in using computer keypad, electronic calculators and other office machines such as fax, telephone equipment, and reprographics. Coursework consists of skill development in ten-keypad on the computer and data entry applications. Internet project will be assigned to explore multi-task business equipment. Prerequisites: Ability to key 30 wpm.

POFT 1302 BUSINESS COMMUNICATIONS I (3-3-0). Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Access to business communications web site and on-line study guide helps student develop their English skills with additional emphasis on spelling and vocabulary words. Prerequisites: Reading from ACC Assessment or TASP. (OST 1033)

POFT 1309 ADMINISTRATIVE OFFICE PROCEDURES I (3-2-2). Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment. Prerequisites: Reading from ACC Assessment or TASP and basic keyboarding skills. (OST 1083)

POFT 1321 BUSINESS MATH (3-3-0). Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications. Prerequisites: Students should be able to successfully complete MATD 0330 or assessment equivalent.