

BUSINESS OFFICE TECHNOLOGY

OFFICE ADMINISTRATION

Associate of Applied Science Degree

Spring 2008 Catalog

COURSES OFFERED AS FOLLOWS

- 1st Semester Courses — Offered Fall & Spring Semesters
 2nd Semester Courses — Offered Spring & Summer Semesters
 3rd Semester Courses — Offered Summer & Fall Semesters
 4th Semester Courses — Offered Fall & Spring Semesters
 5th Semester Courses — Offered Spring & Summer Semesters

1st Semester (15 credits)	ACNT 1303 - 2/3/3 Intro to Accounting I †	ITSC 1309 - 2/2/3 Integrated Software Applications I †	POFT 1329 - 2/3/3 Beginning Keyboarding	CPMT 1303 - 2/4/3 Intro to Computer Technology †	PSYT 1313 - 2/2/3 Frameworks for Learning
2nd Semester (15 credits)	POFI 1349 - 2/2/3 Spreadsheets	POFI 2301 - 2/2/3 Word Processing	CPMT 1304 - 2/4/3 Microcomputer System Software	ITNW 1325 - 2/4/3 Fundamentals of Networking Technologies †	ITSE 1331 - 2/4/3 Intro to Visual Basic
3rd Semester (12 credits)	ITSW 1307 - 2/3/3 Intro to Database	ITSW 1310 - 2/2/3 Intro to Presentation Graphics Software †	POFT 1301 - 2/3/3 Business English	POFT 1309 - 2/2/3 Administrative Office Procedures I †	
4th Semester (15 credits)	HRPO 1311 - 3/0/3 Human Relations	POFI 2331 - 2/2/3 Desktop Publishing for the Office †	ENGL 1301 - 3/0/3 Composition I	_____ - 3/0/3 Humanities /Fine Arts Elective	MATH 1314 - 3/0/3 College Algebra (or MATH 1332)
5th Semester (15 credits)	BMGT 1303 - 3/0/3 Principles of Management †	HRPO 2301 - 3/0/3 Human Resources Management	_____ - 3/0/3 Social/Behavioral Science Elective	SPCH _____ - 3/0/3 Speech Elective	POFT 2331 - 2/2/3 Administrative Systems*

**72
Total
Semester
Credit
Hours**

NOTES

- † This symbol represents a high school articulated course.
 * Capstone Course

DEPARTMENT CONTACT NUMBERS

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