

**BUSINESS OFFICE TECHNOLOGY
OFFICE ASSISTANT
Certificate of Completion
Fall 2009 Catalog**

DEPARTMENT CONTACT NUMBERS

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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	POFT 1321 2/2/3 Business Math	HRPO 1311 - 3/0/3 Human Relations
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	POFT 1319 - 2/2/3 Records & Information Management	POFT 1309 - 2/2/3 Administrative Office Procedures I †*
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 2331 - 2/2/3 Administrative Systems ◇ ‡	
‡ POFT 2380, POFT 2580, POFT 2382, or POFT 2582 (Co-op) may be substituted for POFT 2331.					
42 Total Semester Credit Hours	<u>COURSES OFFERED AS FOLLOWS:</u> 1st Semester - Fall & Spring 2nd Semester - Spring & Summer 3rd Semester - Summer & Fall		<u>NOTES:</u> † High school articulated course ‡ External learning experience ◇ Capstone Course		