

BUSINESS OFFICE TECHNOLOGY

Certificate of Completion OFFICE ASSISTANT 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

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 †	POFT 1328 - 2/4/3 Business & Professional Presentations
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 †*	

**42
Total
Semester
Credit
Hours**

NOTES

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

DEPARTMENT CONTACT NUMBERS

Robert Foshie, Department Secretary — (956) 364-4626

Mrs. Toni Cantu
 Department Chairperson
 toni.cantu@harlingen.tstc.edu
 (956) 364-4651