

# BUSINESS OFFICE TECH (POFT)

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**POFT 1301 Business English 3 Credits (3 Lec, 0 Lab)**

This course is an introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

Course Type: Technical

**POFT 1309 Administrative Office Procedures I 3 Credits (3 Lec, 0 Lab)**

This course focuses on the study of current office procedures, duties, and responsibilities applicable to an office environment.

Course Type: Technical

**POFT 1313 Professional Workforce Preparation 3 Credits (3 Lec, 0 Lab)**

This course focuses on preparation for career success including ethics, interpersonal relations, professional attire, and advancement.

Course Type: Technical

**POFT 1319 Records and Information Management I 3 Credits (3 Lec, 0 Lab)**

This course covers an introduction to basic records information management systems including manual and electronic filing.

Course Type: Technical

**POFT 1325 Business Math Using Technology 3 Credits (3 Lec, 0 Lab)**

This course offers skill development in business math problem-solving using technology.

Course Type: Technical

**POFT 1328 Business Presentations 3 Credits (3 Lec, 1 Lab)**

This course offers skill development in planning and conducting business presentations including communication and media skills.

Prerequisite(s): BCIS 1305

Course Type: Technical

**POFT 2301 Intermediate Keyboarding 3 Credits (3 Lec, 1 Lab)**

This course offers a continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents.

Prerequisite(s): BCIS 1305

Course Type: Technical

**POFT 2364 Practicum 3 Credits (0 Lec, 21 Lab)**

This course offers practical, general workplace training supported by an individualized learning plan developed by the employer, the College, and the student. The learning plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite(s): 15 credit hours of courses in this program which must include at least one of the following courses: ACNT 1304, POFI 1341, POFT 1325, POFT 1328, or POFT 2301. A program GPA of at least 2.0 is required, or Department approval.

Course Type: Technical