

# OFFICE SPECIALIST

## Certificate of Proficiency - Level One

CERT1.OFSC  
CERT1.OFSC.27  
Fall 2008-Spring 2009

Applied Business Technology  
College of Applied Technology and General Studies  
UTB-TSC

Student \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_

E-mail \_\_\_\_\_ Signature \_\_\_\_\_

Academic or Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

**FIRST SEMESTER**

			<b>HRS</b>	<b>GR</b>	<b>SEM</b>
POFT	1329	Beginning Keyboarding	3		
POFT	1301	Business English	3	†	
POFT	1313	Professional Development for Office Personnel	3		
ITSW	1301	Introduction to Word Processing <sup>1</sup>	3		
POFT	1309	Administrative Office Procedures	3		
POFT	1319	Records and Information Management I	3		

**SECOND SEMESTER**

ACNT	1403	Introduction to Accounting I		<b>or</b>	
POFT	1325	Business Math & Machine Applications	4-3		
ITSW	1304	Introduction to Spreadsheets	3		
ITNW	1337	Introduction to the Internet	3		
POFI	2340	Advanced Word Processing	3		
POFT	2312	Business Correspondence & Communications	3		
		Exit Exam Required*			
<b>TOTAL CREDIT HOURS FOR GRADUATION</b>			<b>33-34</b>		

**Please review the requirements listed on this page. Once you have read them, please show your agreement by completing the signature portion at the top.**

This degree is active for six(6) years from the Catalog year above. Non-completion may require updating to an active degree. Developmental courses may be recommended based on test scores. All students must comply with Texas Success Initiatives (TSI) requirements.

† Grade of "C" or better is required for graduation.

<sup>1</sup> Keyboarding proficiency is required. Students may be advised to take Beginning Keyboarding (POFT 1329).

\* Students must pass departmental Exit Exam prior to graduation.