POFT - APPLIED BUSINESS

POFT 1004 Business Writing 0.7-4 Credit Hours (7 to 40 Lec)

POFT 1006 Job Search Employment Skills 0.7-4 Credit Hours (7 to 40 Lec)

POFT 1009 Administrative Office Procedures I 4.8-12.8 Credit Hours (48 to 128 Lec)

POFT 1010 Basic Keyboarding 0.7-4.8 Credit Hours (7 to 48 Lec)

POFT 1022 Intro General Office Skills 0.7-4.8 Credit Hours (7 to 48 Lec)

POFT 1301 Business English 3 Credit Hours (3 Lec)
Course Type: Technical/Vocational Course

POFT 1313 Professional Development for Office Personnel 3 Credit Hours (3 Lec)
Course Type: Technical/Vocational Course

POFT 1319 Records and Information Management I 3 Credit Hours (3 Lec)
Course Type: Technical/Vocational Course

POFT 1325 Business Math and Machine Applications 3 Credit Hours (3 Lec)
Course Type: Technical/Vocational Course

POFT 1329 Beginning Keyboarding 3 Credit Hours (3 Lec)
Course Type: Technical/Vocational Course

POFT 1345 Shorthand Notetaking I 3 Credit Hours (3 Lec)
Course Type: Technical/Vocational Course

POFT 1349 Administrative Office Procedures II 3 Credit Hours (3 Lec)
Course Type: Technical/Vocational Course

POFT 1409 Administrative Office Procedures I 4 Credit Hours (4 Lec, 1 Lab)
Course Type: Technical/Vocational Course

POFT 2312 Business Correspondence and Communication 3 Credit Hours (3 Lec)
Course Type: Technical/Vocational Course

POFT 2331 Administrative Systems 3 Credit Hours (4 Lec)
Course Type: Technical/Vocational Course

POFT 2401 Intermediate Keyboarding 4 Credit Hours (4 Lec, 1 Lab)
Course Type: Technical/Vocational Course

POFT 2433 Advanced Keyboarding 4 Credit Hours (4 Lec, 1 Lab)
The student will demonstrate proficient keyboarding techniques; apply mailability standards to business documents using word processing software; implement decision-making skills. Spring only.
Course Type: Technical/Vocational Course

POFT 2466 Practicum 4 Credit Hours (1 Lec, 27 Lab)
Course Type: Practicum Course, Technical/Vocational Course