

Professional Administrative Technology

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The associate degree in Professional Administrative Technology prepares students for careers in office administration. The focus on the technology used in today's office environment prepares graduates to manage office communications, publications, and document management.

What Will I Learn?

The Professional Administrative Technology curriculum is designed to develop and enhance students' administrative skills. Students will gain proficiency using software programs.

Attention is focused on extensive software training in Microsoft Office. Students will build confidence in creating essential verbal and written communications. Students will also improve problem solving skills and acquire accounting and business math knowledge.

[View Program Learning Outcomes](#)

"What Can I Do With This Course of Study?"

Students in Professional Administrative Technology often select from a wide variety of industries with these career fields:

- Secretary
- Administrative Support Specialist
- Staff Assistant
- Accounting Clerk
- Information Clerk
- Office Manager

Professional Administrative Technology Associate of Applied Science Degree

Semester 1

- ENGL 1301— English Composition I
- ACNT 1303 — Introduction to Accounting I
- BCIS 1305 — Business Computer Applications
- SPCH 1321 — Business and Professional Communication
- POFT 1328 — Business Presentations

Semester 2

- Creative Arts/Language, Philosophy, and Culture
- POFI 2301 — Word Processing

- POFT 2203 — Speed and Accuracy Building
- POFT 1291 — Special Topics in Business Communications
- Social/Behavioral Sciences
- POFT 1325 — Business Math Using Technology

Semester 3

- ACCT 1311 — Introduction to Computerized Accounting
- POFT 1220 — Job Search Skills
- POFT 1392 — Special Topics in Administrative Assistant/Secretarial Science, General
- POFT 1366 — Practicum (or Field Experience): General Office Occupations and Clerical Services or Non-Major Elective
- Life and Physical Sciences/Mathematics

Semester 4

- POFI 2302 — Spreadsheets
- POFI 2350 — Databases
- POFT 2331 — Administrative Project Solutions
- POFI 1391 — Special Topics in Information Processing/Data Entry Technician
- Non-Major Elective or POFT 2366 — Practicum(or Field Experience) - General Office Occupations and Clerical Services

Non-major elective options

Health Information Technology:

- HITT 1301 — Health Data Content & Structure
- HITT 1305 — Medical Terminology
- HITT 1353 — Legal and Ethical Aspects of Health Information

Logistics and Materials Management:

- 1319 — Introduction to Business Logistics

Accounting:

- ACCT 2301 — Principles of Accounting I
- ACNT 1331 — Federal Income Tax

Business Management:

- BMGT 1325 — Office Management

Legal Assistant/Paralegal:

- LGLA 1307 — Introduction to Law and the Legal Professions

Criminal Justice:

- CRIJ 1301 — Introduction to Criminal Justice

OA1: Certificate of Completion — Professional Administrative Technology I

Semester 1

- BCIS 1305 — Business Computer Applications
- POFT 1291 — Special Topics in Business Communications
- POFT 1328 — Business Presentations
- POFT 1325 — Business Math Using Technology
- POFT 2203 — Speed and Accuracy Building
- POFI 2301 — Word Processing

AA1: Certificate of Completion — Professional Administrative Technology II

Semester 1

- BCIS 1305 — Business Computer Applications
- POFT 1291 — Special Topics in Business Communications
- POFT 1328 — Business Presentations
- POFT 1325 — Business Math Using Technology
- POFT 2203 — Speed and Accuracy Building
- POFI 2301 — Word Processing

Semester 2

- ACNT 1303 — Introduction to Accounting I
- POFT 1220 — Job Search Skills
- POFT 1392 — Special Topics in Administrative Assistant/Secretarial Science, General
- POFT 1366 — Practicum (or Field Experience): General Office Occupations and Clerical Services or Non-Major Elective
- POFI 2350 — Databases

O21: Certificate of Completion — Professional Administrative Technology III

Semester 1

- BCIS 1305 — Business Computer Applications
- POFT 1291 — Special Topics in Business Communications
- POFT 1328 — Business Presentations
- POFT 1325 — Business Math Using Technology
- POFT 2203 — Speed and Accuracy Building
- POFI 2301 — Word Processing

Semester 2

- ACNT 1303 — Introduction to Accounting I
- POFT 1220 — Job Search Skills
- POFT 1392 — Special Topics in Administrative Assistant/Secretarial Science, General
- POFT 1366 — Practicum (or Field Experience): General Office Occupations and Clerical Services or Non-Major Elective
- POFI 2350 — Databases

Semester 3

- POFI 2302 — Spreadsheets
- POFI 1391 — Special Topics in Information Processing/Data Entry Technician
- POFT 2331 — Administrative Project Solutions
- ACNT 1311 — Introduction to Computerized Accounting or POFT 2366 — Practicum(or Field Experience) - General Office Occupations and Clerical Services

BB1: Certificate of Completion — Basic Business Skills

Semester 1

- ENGL 1301 — English Composition I
- ACNT 1303 — Introduction to Accounting I or ACCT 2301 — Principles of Accounting I
- BCIS 1305 — Business Computer Applications
- SPCH 1321 — Business and Professional Communication
- POFT 1328 — Business Presentations

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Contact Info

Victoria Hart
 Division Chair, Business & Computer Technology
vhart@lee.edu
 281.425.6516

Kathleen Pastore
 Business Administration & Management Faculty
kpastore@lee.edu
 281.425.6269

Rachael Montgomery
 Administrative Specialist, Business Technology & Computer Technology
rmontgomery@lee.edu
 281.425.6477

[Contact an Advisor](#)