

COURSES

BUSINESS OFFICE SYSTEMS AND SUPPORT (BOSS)

POFI 1301 COMPUTER APPLICATIONS I

Format: 2 lecture / 3 lab (3 credit hours)

Overview of computer applications (the Windows operating system, Microsoft Word, and Microsoft Excel) including current terminology and technology. Introduction to computer hardware, software, applications, and procedures.

Prerequisites or Corequisites: POFT 1127 or POFT 1329

Credits: 3

Distribution: POFI

Course Fees: Internet course fee (if applicable) = \$43

POFI 1341 COMPUTER APPLICATIONS II

Format: 2 lecture / 3 lab (3 credit hours)

Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software, applications (Microsoft PowerPoint and Microsoft Access), and procedures. Prerequisite: POFI 1301.

Prerequisites: POFI 1301

Credits: 3

Distribution: POFI

Course Fees: Internet course fee (if applicable) = \$43, Lab fee = \$24

POFI 2401 WORD PROCESSING

Format: 3 lecture / 3 lab (4 credit hours)

Word processing software focusing on business applications.

Prerequisites: POFT 1329, POFI 1301, or COSC 1301.

Credits: 4

Distribution: POFI

Course Fees: Internet course fee (if applicable) = \$43, Lab fee = \$24

POFI 2431 DESKTOP PUBLISHING

Format: 3 lecture / 3 lab (4 credit hours)

In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications.

Prerequisites: POFI 2401 or equivalent.

Credits: 4

Distribution: POFI

Course Fees: Internet course fee (if applicable) = \$43, Lab fee = \$24

POFT 1127 INTRODUCTION TO KEYBOARDING

Format: 1 lecture / 2 lab (1 credit hour)

Skills development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy.

Credits: 1

Distribution: POFT

Course Fees: Internet course fee (if applicable) = \$43, Lab fee = \$24

POFT 1301 BUSINESS ENGLISH

Format: 2 lecture / 3 lab (3 credit hours)

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

Credits: 3

Distribution: POFT

Course Fees: Internet course fee (if applicable) = \$43, Lab fee = \$24

POFT 1309 ADMINISTRATIVE OFFICE PROCEDURES I

Format: 2 lecture / 2 lab (3 credit hours)

Study of current office procedures, duties, and responsibilities applicable to an office environment.

Credits: 3

Distribution: POFT

Course Fees: Internet course fee (if applicable) = \$43, Lab fee = \$24

POFT 1313 PROFESSIONAL WORKFORCE PREPARATION

Format: 3 lecture (3 credit hours)

Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.

Credits: 3

Distribution: POFT

Course Fees: Internet course fee (if applicable) = \$43, Lab fee = \$24

POFT 1319 RECORDS AND INFORMATION MANAGEMENT I

Format: 2 lecture / 2 lab (3 credit hours)

Introduction to basic records information management filing systems including manual and electronic filing.

Credits: 3

Distribution: POFT

Course Fees: Internet course fee (if applicable) = \$43, Lab fee = \$24

POFT 1325 BUSINESS MATH USING TECHNOLOGY

Format: 2 lecture / 3 lab (3 credit hours)

Business math problem-solving skills using office technology.

Credits: 3

Distribution: POFT

Course Fees: Internet course fee (if applicable) = \$43, Lab fee = \$24

POFT 1329 BEGINNING KEYBOARDING

Format: 2 lecture / 3 lab (3 credit hours)

Skills development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

Credits: 3

Distribution: POFT

Course Fees: Internet course fee (if applicable) = \$43, Lab fee = \$24

POFT 2312 BUSINESS CORRESPONDENCE AND COMMUNICATIONS

Format: 2 lecture / 3 lab (3 credit hours)

Development of writing and presentation skills to help produce effective business communications.

Prerequisite: POFT 1301

Credits: 3

Distribution: POFT

Course Fees: Internet course fee (if applicable) = \$43, Lab fee = \$24

POFT 2431 ADMINISTRATIVE PROJECT SOLUTIONS

Format: 3 lecture / 3 lab (4 credit hours)

Advanced concepts of project management and office procedures integrating software applications, critical thinking, and problem-solving skills.

Credits: 4

Distribution: POFT

Course Fees: Internet course fee (if applicable) = \$43, Lab fee = \$24

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