

# 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.

## 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

## AAS: Professional Administrative Technology

**Foundations:** These are the courses students need in order to progress in their career/college pathway, as they either provide a certificate or lay the groundwork for moving to the next set of courses.

Course	Course Title	Counts Toward Certificate
BCIS 1305	BUSINESS COMPUTER APPLICATIONS	OA1, BB1
POFT 1291	SPECIAL TOPICS IN BUSINESS COMMUNICATIONS	OA1
POFT 1328	BUSINESS PRESENTATIONS	OA1, BB1

POFT 1325	BUSINESS MATH USING TECHNOLOGY	OA1
POFT 2203	SPEED AND ACCURACY BUILDING	OA1
POFI 2301	WORD PROCESSING	OA1
ACNT 1303	INTRODUCTION TO ACCOUNTING	AA1, BB1
POFT 1220	JOB SEARCH SKILLS	AA1

**Knowledge Building: These courses further the students' knowledge in the area of study and increase their preparation for the degree completion.**

<b>Course</b>	<b>Course Title</b>	<b>Counts Toward Certificate</b>
POFT 1366	PRACTICUM OR NON-MAJOR ELECTIVE	AA1
POFT 1392	SPECIAL TOPICS IN ADMINISTRATIVE ASSISTANT / SECRETARIAL SCIENCE, GENERAL	AA1
POFI 2350	DATABASES	AA1
POFI 1349	SPREADSHEETS	O21
POFI 1391	SPECIAL TOPICS IN INFORMATION PROCESSING / DATA ENTRY TECHNICIAN	O21
POFT 2331	ADMINISTRATIVE PROJECT SOLUTIONS	O21
ACNT 1311	INTRODUCTION TO COMPUTERIZED ACCOUNTING	O21
POFT 2366 OR NON- MAJOR ELECTIVE	PRACTICUM OR NON- MAJOR ELECTIVE Suggested: The PAT major should select a non-major elective in one of the following fields. It is recommended that you have an interest in the field of study and the course selection will allow you to explore the content. Accounting:	O21 (only for POFT 2366)

- ACCT 2401  
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

Logistics and Materials  
Management:

- LMGT 1319  
Introduction to  
Business Logistics

**Completion: These are the courses the student needs in order to complete the degree plan and prepare to enter the workforce.**

<b>Course</b>	<b>Course Title</b>	<b>Counts Toward Certificate</b>
ENGL 1301	English Composition I	BB1
SPCH	Suggested: The best option for PAT majors is SPCH 1321 Business and Professional Communication. Options: SPCH 1311, SPCH 1315, SPCH 1318, SPCH 1321	BB1
Creative Arts / Language, Philosophy and Culture	Suggested: The best option for PAT majors is HUMA 1301 Introduction to the Humanities. Options: ARCH 1311, ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2366, MUSI 1306, MUSI 1310, HIST 2321, HIST 2322, HUMA 1301, HUMA 1305, HUMA 2319, PHIL 1301, PHIL 1304,	

SBS/HIST/GOVT

SPAN 2311, SPAN 2312,  
SPAN 2313, SPAN 2315

Suggested: The best option for PAT majors is GOVT 2306 Texas Government.

Options: ECON 2301, ECON 2302, GEOG 1303, GOVT 2305, GOVT 2306, HIST 1301, HIST 1302, HIST 2302, PSYC 2301, SOCI 1301

Life and Physical Sciences/Mathematics

Suggested: The best options for PAT majors are:

- MATH 1324 Finite Mathematics with Business Applications  
OR
- MATH 1332 Contemporary Mathematics I

Options: BIOL 1406, BIOL 1407, BIOL 1409, BIOL 1408, BIOL 2401, BIOL 2402, BIOL 2416, BIOL 2421, CHEM 1405, ENVR 1402, GEOL 1347, GEOL 1403, GEOL 1404, GEOL 1405, GEOL 1447, ENVR 1401, PHYS 1317, PHYS 1403, PHYS 1404, PHYS 1405, PHYS 1407, PHYS 1415, PHYS 1417, MATH 1314, MATH 1316, MATH 1324, MATH 1332, MATH 1342, MATH 2412, MATH 2413

## OA1: Certificate of Completion — Professional Administrative Technology I

**Foundations: These are the courses students need in order to progress in their career/college pathway, as they provide a certificate.**

Course	Course Title	Counts Toward Certificate
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BCIS 1305	BUSINESS COMPUTER APPLICATIONS	OA1
POFT 1291	SPECIAL TOPICS IN BUSINESS COMMUNICATIONS	OA1
POFT 1328	BUSINESS PRESENTATIONS	OA1
POFT 1325	BUSINESS MATH USING TECHNOLOGY	OA1
POFT 2203	SPEED AND ACCURACY BUILDING	OA1
POFI 2301	WORD PROCESSING	OA1

## **AA1: Certificate of Completion — Professional Administrative Technology II**

**Foundations:** These are the courses students need in order to progress in their career/college pathway, as they either provide a certificate or lay the groundwork for moving to the next set of courses.

<b>Course</b>	<b>Course Title</b>	<b>Counts Toward Certificate</b>
ACNT 1303	INTRODUCTION TO ACCOUNTING	AA1
POFT 1220	JOB SEARCH SKILLS	AA1

**Knowledge Building:** These courses further the students' knowledge in the area of study and increase their preparation for the degree completion.

<b>Course</b>	<b>Course Title</b>	<b>Counts Toward Certificate</b>
POFT 1366	PRACTICUM OR NON-MAJOR ELECTIVE	AA1
POFT 1392	SPECIAL TOPICS IN ADMINISTRATIVE ASSISTANT/ SECRETARIAL SCIENCE, GENERAL	AA1
POFI 2350	DATABASES	AA1

## **O21: Certificate of Completion — Professional Administrative Technology III**

**Foundations:** These are the courses students need in order to progress in their career/college pathway, as they provide a certificate.

<b>Course</b>	<b>Course Title</b>	<b>Counts Toward Certificate</b>
POFI 1349	SPREADSHEETS	O21

POFI 1391	SPECIAL TOPICS IN INFORMATION PROCESSING/DATA ENTRY TECHNICIAN	O21
POFT 2331	ADMINISTRATIVE PROJECT SOLUTIONS	O21
ACNT 1311 OR POFT 2366	INTRODUCTION TO COMPUTERIZED ACCOUNTING PRACTICUM	O21

## **BB1: Certificate of Completion — Basic Business Skills**

**Foundations: These are the courses students need in order to progress in their career/college pathway, as they provide a certificate.**

<b>Course</b>	<b>Course Title</b>	<b>Counts Toward Certificate</b>
BCIS 1305	BUSINESS COMPUTER APPLICATIONS	BB1
POFT 1328	BUSINESS PRESENTATIONS	BB1
ACNT 1303	INTRODUCTION TO ACCOUNTING	BB1
ENGL 1301	English Composition I	BB1
SPCH	Suggested: The best option for PAT majors is SPCH 1321, Business and Professional Communication. Options: SPCH 1311, SPCH 1315, SPCH 1318, SPCH 1321	BB1

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## **Contact Info**

**Cindy Lewis**  
FT Faculty - Professional Administrative Technology  
281.425.6428  
[clewis@lee.edu](mailto:clewis@lee.edu)

**Melinda Rose**  
FT Faculty - Professional Administrative Technology

281.425.6405

[mrose@lee.edu](mailto:mrose@lee.edu)

[Contact an Advisor/Counselor](#)