

# BUSINESS OFFICE SYSTEMS AND SUPPORT (BOSS), ADMINISTRATIVE ASSISTANT, CERTIFICATE OF TECHNOLOGY



## Plan of Study

4BOAA

First Term		Credits
ACNT 1303	Introduction to Accounting I	3
BCIS 1305	Business Computer Applications	3
POFT 1301	Business English	3
POFT 1309	Administrative Office Procedures I	3
POFT 1319	Records and Information Management I	3
<b>Credits</b>		<b>15</b>
Second Term		Credits
POFT 1325	Business Math Using Technology	3
ACNT 1311	Introduction to Computerized Accounting	3
POFI 1341	Computer Applications II	3
BMGT 1305	Communications in Management	3
POFT 2301	Intermediate Keyboarding	3
<b>Credits</b>		<b>15</b>
<b>Total Credits</b>		<b>30</b>

**Capstone Experience:** POFT 2301 Intermediate Keyboarding