

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
Credits		15
Second Term		
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
Credits		15
Total Credits		30

Capstone Experience: POFT 2301 Intermediate Keyboarding