

BUSINESS OFFICE SYSTEMS AND SUPPORT (BOSS), EXECUTIVE ADMINISTRATIVE ASSISTANT, LEVEL 2 CERTIFICATE

POFT 2364 or POFT 1313	Practicum (or Field Experience - Administrative Assistant and Secretarial Science, General) or Professional Workforce Preparation	3
Credits		15
Total Credits		45

Capstone Experience: POFT 2364 Practicum or POFT 1313 Professional Workforce Preparation



Plan of Study

5BOFTE

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 or BUSI 2304	Communications in Management or Business Communications	3
POFT 2301	Intermediate Keyboarding	3
Credits		15
Third Term		
BUSI 1301	Business Principles	3
BMGT 1309	Information and Project Management	3
HRPO 1311	Human Relations	3
BMGT 1325	Office Management	3