

BUSINESS OFFICE SYSTEMS AND SUPPORT (BOSS), OFFICE ASSISTANT, OCCUPATIONAL CERTIFICATE



Plan of Study

6B00A

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
POFT 1325	Business Math Using Technology	3
Credits		18
Total Credits		18

Capstone Experience: POFT 1319 Records and Information Management I