BUSINESS INFORMATION TECHNOLOGY

ADMINISTRATIVE PROFESSIONAL II CERTIFICATE DEGREE PLAN

COURSE SEQUENCE - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
POFT 1301	Business English	3
POFT 1313	Professional Workforce Preparation	3
POFT 1329	Beginning Keyboarding	3
ACNT 1303	Introduction to Accounting I	3
POFI 1301	Computer Applications I	3
Fall Total Credit Hours		15

COURSE SEQUENCE - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
POFT 1325	Business Math Using Technology	3
POFI 1341	Computer App II	3
POFI 2401	Word Processing	4
POFT 2312	Business Correspondence & Communications	3
POFI 2431	Desktop Publishing	4
Spring Total Credit Hours		17
Program Total Credit Hours		32