BUSINESS INFORMATION TECHNOLOGY

ADMINISTRATIVE PROFESSIONAL I CERTIFICATE DEGREE PLAN
COURSE SEQUENCE

COURSE SECTION	COURSE TITLE	CREDIT HOURS
POFT 1329	Beginning Keyboarding	3
POFT 1301	Business English	3
BCIS 1305	Business Computer Application	3
ACNT 1303	Introduction to Accounting I	3
POFT 1309	Administrative Office Procedures I	3
BUSI 1301	Business Principles	3
Fall Total Credit Hours		18
Program Total Credit Hours		18