# BUSINESS INFORMATION TECHNOLOGY

## ADMINISTRATIVE PROFESSIONAL II CERTIFICATE COMPLETION PLAN

## COURSE SEQUENCE - FALL

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

## COURSE SEQUENCE - SPRING

| COURSE SECTION | COURSE TITLE | CREDIT HOURS |
|---|---|---|
| POFT 2312 | Business Correspondence & Communications | 3 |
| POFT 1313 | Professional Workforce Preparation | 3 |
| POFT 1325 | Business Math Using Technology | 3 |
| POFT 1319 | Records and Information Management | 3 |
| Spring Total Credit Hours | | 12 |
| Program Total Credit Hours | | 30 |