

# BUSINESS OFFICE SYSTEMS AND SUPPORT (BOSS)

## 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            |
| Total Credit Hours         |                                    | 18           |
| Program Total Credit Hours |                                    | 18           |

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