

# BUSINESS OFFICE SYSTEMS AND SUPPORT (BOSS)

## ADMINISTRATIVE PROFESSIONAL II CERTIFICATE COMPLETION PLAN COURSE SEQUENCE - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
<a href="#">POFT 1329</a>	Beginning Keyboarding	3
<a href="#">POFT 1301</a>	Business English	3
<a href="#">BCIS 1305</a>	Business Computer Applications	3
<a href="#">ACNT 1303</a>	Introduction to Accounting I	3
<a href="#">POFT 1309</a>	Administrative Office Procedures	3
<a href="#">BUSI 1301</a>	Business Principles	3
Fall Total Credit Hours		18

## COURSE SEQUENCE - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
<a href="#">POFT 2312</a>	Business Correspondence & Communications	3
<a href="#">POFT 1313</a>	Professional Workforce Preparation	3
<a href="#">POFT 1325</a>	Business Math Using Technology	3
<a href="#">POFT 1319</a>	Records and Information Management	3
Spring Total Credit Hours		12
Program Total Credit Hours		30

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