BUSINESS INFORMATION TECHNOLOGY

ADMINISTRATIVE PROFESSIONAL I CERTIFICATE DEGREE PLAN
COURSE SEQUENCE - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
POFT 1301	Business English	3
POFT 1313	Professional Workforce Preparation	3
POFT 1325	Business Math Using Technology	3
POFT 1329	Beginning Keyboarding	3
ACNT 1303	Introduction to Accounting I	3
POFI 1301	Computer Applications I	3
Fall Total Credit Hours		18
Program Total Credit Hours		