

# 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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