BUSINESS OFFICE SYSTEMS AND SUPPORT (BOSS)

ADMINISTRATIVE PROFESSIONAL I CERTIFICATE DEGREE PLAN

REQUIRED COURSES

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

Navarro College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Navarro College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Navarro College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website.