

# BUSINESS OFFICE SYSTEMS AND SUPPORT (BOSS)

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

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

## COURSE SEQUENCE - SPRING

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

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