

BUSINESS

GUIDED PATHWAY: BUSINESS OFFICE SYSTEMS AND SUPPORT- ADMINISTRATIVE SPECIALIST CERTIFICATE

For more information, visit www.dcccd.edu/BOSS and your academic advisor at your college.

This is an example course sequence for students interested in pursuing the Administrative Specialist Certificate. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn an Administrative Specialist Certificate². Courses from this certificate may apply to the related AAS degree. Gainful employment information for this certificate can be found at www1.dcccd.edu/catalog/programs/degree_gei.cfm?a=481. For official certificate requirements, [click here](#).

The Administrative Specialist Certificate prepares students for a successful career as an office professional. Courses that complete the Administrative Specialist (C2) Certificate are noted below.



Offered at
BHC, EFC, ECC, NLC, & RLC

COLLEGE READINESS REQUIREMENTS

Enrolling in one or more courses may be necessary if assessment activities and previous academic experiences indicate a need for additional knowledge and skills:

READING & WRITING PLACEMENT

TSI MET: YES NO

IF NO, ADVISOR INSERT COURSE(S) NEEDED

- DREA / DWRI / DIRW (CIRCLE ONE) _____
 OTHER: _____

MATH PLACEMENT

TSI MET: YES NO

IF NO, ADVISOR INSERT COURSE(S) NEEDED

- DMAT _____
 OTHER: _____

ENGLISH LANGUAGE PROFICIENCY

PROFICIENCY MET: YES NO

IF NO, ADVISOR INSERT COURSE(S) NEEDED

- ESOL _____
 OTHER: _____

Exemptions/waivers may exist. Speak with an academic advisor regarding placement in college readiness courses and your ability to enroll in core academic coursework.

SEMESTER-BY-SEMESTER MAP FOR FULL-TIME STUDENTS³

ALL PLANS CAN BE MODIFIED TO FIT THE NEEDS OF PART-TIME STUDENTS

C2	SEMESTER 1	ACTION ITEMS
♦	POFI 1301 – Computer Applications I	<input type="checkbox"/> Meet with your advisor to confirm academic and career goals before the end of the semester. <input type="checkbox"/> Meet with a career advisor or coach to research your career options and opportunities for job shadowing.
♦	POFT 1301 – Business English	
♦	POFT 1329 – Beginning Keyboarding <u>OR</u> POFT 2301 – Intermediate Keyboarding	
♦	POFI 1341 – Computer Applications II <u>OR</u> POFM 1302 – Medical Software Applications	
♦	^C SPCH 1311 – Introduction to Speech Communication <u>OR</u> ^C SPCH 1315 – Public Speaking <u>OR</u> ^C SPCH 1321 – Business and Professional Communication	

TOTAL SEMESTER CREDIT HOURS: 15

C2	SEMESTER 2	ACTION ITEMS
♦	POFT 1309 – Administrative Office Procedures I <u>OR</u> POFM 1317 – Medical Administrative Support	<input type="checkbox"/> Meet with your advisor to request an official program of study audit, confirm or update your academic/career path and program of study. <input type="checkbox"/> Meet with your advisor to apply for the Business Office Specialist (BO1) Certificate Completion. <input type="checkbox"/> Meet with a faculty or career advisor regarding placement for the Cooperative Education course.
♦	POFI 1349 – Spreadsheets	
♦	POFI 2301 – Word Processing	
♦	POFT 1325 – Business Math Using Technology <u>OR</u> POFT 1321 – Business Math	
♦	^C ENGL 1301 – Composition I	

TOTAL SEMESTER CREDIT HOURS: 15

C2	SEMESTER 3	ACTION ITEMS
♦	POFT 2312 – Business Correspondence & Communication	<input type="checkbox"/> Meet with your advisor to apply for the Software Application Specialist (SC1) Certificate Completion <input type="checkbox"/> Meet with a career advisor or coach for assistance in preparing for job search. <input type="checkbox"/> Meet with your advisor to apply for the Administrative Specialist (C2) Certificate Completion.
♦	POFT 1380 – Cooperative Education-Admin. Assist. and Secretarial Science, General <u>OR</u> POFT 1382 – Cooperative Education-General Office Occupations and Clerical Services	
♦	ITSW 1407 – Introduction to Database <u>OR</u> POFT 1319 – Records and Information Management I	
♦	POFI 2331 – Desktop Publishing <u>OR</u> POFI 2340 – Advanced Word Processing <u>OR</u> ITSC 1315 – Project Management Software	
♦	Elective+	
♦		

TOTAL SEMESTER CREDIT HOURS: 15-17

CERTIFICATE MINIMUM: 45-47 SEMESTER CREDIT HOURS | PATHWAY TOTAL: 45-47 SEMESTER CREDIT HOURS

¹ Degree plans may change in later catalogs. You may use this pathway if you entered one of the seven colleges on or before this date.

² Students must earn at least 25% of the credit hours required for graduation through instruction by the DCCCD college awarding the certificate.

³ This is not an official degree plan. For official certificate requirements, [click here](#).

^C This course counts for the Core Curriculum at any public college or university in Texas.

+ Elective course must be selected from the following:

ITSW 1407, POFI 2331, POFI 2340, POFT 1319, POFT 1328, POFT 2301

