

BUSINESS

GUIDED PATHWAY: BUSINESS OFFICE SYSTEMS AND SUPPORT-BUSINESS OFFICE 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 Business Office Specialist Certificate. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn a Business Office Specialist Certificate². Courses from this certificate may apply to the related AAS degree. Gainful employment information for this certificate can be found at https://www1.dcccd.edu/catalog/programs/degree_gei.cfm?a=482. For official certificate requirements, [click here](#).

The Business Office Specialist Certificate is designed to prepare students for entry-level positions requiring basic office skills. Courses that complete the Business Office Specialist (BO1) Certificate are noted below.

Students pursuing this certificate are waived from the [Texas Success Initiative \(TSI\)](#) standards, but must meet course prerequisites.



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

SEMESTER-BY-SEMESTER MAP FOR FULL-TIME STUDENTS³

All plans can be modified to fit the needs of part-time students

| BO1 | SEMESTER 1 | ACTION ITEMS |
|-----|--|---|
| ◆ | POFI 1104 – Computer Fundamentals OR POFT 1127 – Introduction to Keyboarding | <ul style="list-style-type: none"> □ Meet with your advisor to confirm academic and career goals before the end of the semester. □ Meet with a career advisor or coach to research your career options and opportunities for job shadowing. □ Meet with your advisor to apply for the Business Office Specialist (BO1) Certificate Completion. |
| ◆ | POFI 1301 – Computer Applications I OR POFT 1319 – Records and Information Management I | |
| ◆ | POFT 1301 – Business English | |
| ◆ | POFT 1309 – Administrative Office Procedures I OR POFM 1317 – Medical Administrative Support | |
| ◆ | POFI 1341 – Computer Applications II OR POFI 2301 – Word Processing OR POFM 1302 – Medical Software Applications | |
| ◆ | Elective+ | |

TOTAL SEMESTER CREDIT HOURS: 16-17

CERTIFICATE MINIMUM: 16-17 SEMESTER CREDIT HOURS | PATHWAY TOTAL: 16-17 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](#).

+ Elective course must be selected from the following: ITSW 1407, POFI 1301, POFI 1341, POFI 1349, POFI 2301, POFT 1328, POFT 2312

THIS PATHWAY WAS LAST UPDATED ON APRIL 10, 2019