

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 Certificate ⁱⁱ. 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

MATH PLACEMENT

ENGLISH LANGUAGE PROFICIENCY

TSI READING MET: YES NO
TSI WRITING MET: YES NO

TSI MATH MET: YES NO

ENGLISH PROFICIENCY: YES NO

IF TSI OR ENGLISH LANGUAGE PROFICIENCY NOT MET, INSERT COURSE(S) NEEDED

DREA / DWRI / DIRW (CIRCLE ONE) _____

DMAT _____

ESOL _____

OTHER: _____

OTHER: _____

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 STUDENTS ⁱⁱⁱ

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	
♦	SPCH 1311 – Introduction to Speech Communication <u>OR</u> SPCH 1315 – Public Speaking (all core courses) <u>OR</u> 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	
♦	ENGL 1301 – Composition I (core course)	
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 ^{iv}	
TOTAL SEMESTER CREDIT HOURS: 15-17		

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

ⁱ 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.

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

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

^{iv} Elective course must be selected from the following: ITSW 1407, POFI 2331, POFI 2340, POFT 1319, POFT 1328, POFT 2301

THIS PATHWAY WAS LAST UPDATED ON JULY 23, 2019