

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 Certificate ⁱⁱ. 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 STUDENTS ⁱⁱⁱ
ALL PLANS CAN BE MODIFIED TO FIT THE NEEDS OF PART-TIME STUDENTS

BO1		SEMESTER 1	ACTION ITEMS
◆	POFI 1104 – Computer Fundamentals OR	<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. 	
◆	POFT 1127 – Introduction to Keyboarding		
◆	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 ^{iv}		
TOTAL SEMESTER CREDIT HOURS: 16-17			
CERTIFICATE MINIMUM: 16-17 SEMESTER CREDIT HOURS PATHWAY TOTAL: 16-17 SEMESTER CREDIT HOURS			

THIS PATHWAY WAS LAST UPDATED ON JULY 24, 2019

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 1301, POFI 1341, POFI 1349, POFI 2301, POFT 1328, POFT 2312