



# Business Computer Office Management Certificate of Completion (POFD) 42-Hour Certificate + POFD

## First Year

### First Semester

Course		Semester Hours
POFT 1329	Beginning Keyboarding	3
POFT 1301	Business English	3
POFT 1313	Professional Workforce Preparation	3
POFI 1301	Computer Applications I	3
POFT 1331	Numeric Keypad Applications	3
		15

### Second Semester

Course		Semester Hours
POFT 1309	Administrative Office Procedures I	3
POFI 2301	Word Processing	3
POFT 2312	Business Correspondence & Communication	3
POFT 2364	Practicum	3
POFT 1319	Records & Information Management I	3
		15

### Third Semester

Course		Semester Hours
ACNT 1303	Introduction to Accounting I	3
BUSG 1303	Principles of Finance	3
BMGT 1301	Supervision	3
POFI 1341	Computer Applications II**	3
		12
	<b>Total Hours</b>	<b>42</b>

+ Course of study identification code

\*\* Capstone Experience.

**Note:** A student who completes the required courses with an overall average of C may receive an Associate of Applied Science degree.