



Business Office Assistant (Certificate of Proficiency) – 30116
2020-2021 Recommended Course Sequencing

	Course	Requirement Filled	Cr	Notes
1 st Semester FALL	AIS 213A Office Procedures/Record Management	Core Curriculum	1	Fall-Online
	AIS 213B Office Procedures/Transcription	Core Curriculum	1	Fall-Online
	AIS 213C Office Procedures/Office Equipment	Core Curriculum	1	Fall-Online
	AIS 214 The Business Professional	Core Curriculum	3	Fall & Spring-Online
	AIS 240 Desktop Publishing	Core Curriculum	3	Fall-Online
	BUS 111 Business Math	Core Curriculum	3	Fall & Spring-Online & Face to Face
	CMP 101 Introduction to Computers OR CMP 103 Intro to Computer Based Systems	Core Curriculum	3	Fall & Spring-Online & Face to Face
	Total Hours			15

2 nd Semester SPRING	AIS 118 Electronic Keyboarding II	Core Curriculum	3	Fall & Spring-Online & Face to Face; Recommend AIS 117 first
	AIS 238 Advanced Office Applications	Core Curriculum	3	Spring-Online
	AIS 239A Multimedia–Outlook	Core Curriculum	1	Spring-Online
	BUS 101 Fundamentals of Accounting OR BUA 233 Uses of Accounting Info I	Core Curriculum	3	Fall & Spring-Online & Face to Face; Concurrent enrollment in these two courses not permitted
	ENG 101 Written Communication	General Education	3	Fall & Spring-Online & Face to Face
	Total Hours		13	

Total Hours 28

Total Curriculum Requirements (Core) 25	Total Related Curriculum 0	Total General Education 3	Total Elective 0
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Notes: The foregoing is a recommended, or suggested, sequence of courses. Of course, if a student enters the program in the spring, or transfers credit in, the above would have to be modified.

This certificate dictates specific courses that must be taken as part to meet the General Education requirements. Consult your catalog. All courses must be completed with a grade of "C" or better--Be sure to check the catalog for other changes and requirements.