



# Columbus State Community College

## PLAN OF STUDY

### BUSINESS OFFICE APPLICATIONS TECHNOLOGY OFFICE SKILLS CERTIFICATE

Name \_\_\_\_\_  
 Student # \_\_\_\_\_  
 Date Entered \_\_\_\_\_  
 Advisor \_\_\_\_\_

**CAREER AND TECHNICAL  
PROGRAMS**  
 Effective Autumn Quarter 2009

FIRST QUARTER				SECOND QUARTER				THIRD QUARTER			
		CR	GR			CR	GR			CR	GR
BOA 101	Business Grammar	T	3	BOA 151	Office Procedures II	T	3	BOA 111	Bookkeeping Basics I	T	4
BOA 105	Desktop & Document Mgmt.	T	1	BOA 133	Document Formatting & Skill Building II	T	3	BOA 138	Computer Transcription	T	3
BOA 132	Document Formatting & Skill Building I	T	3	BOA 172	Excel I (Modules 1 & 2)	T	2	BOA 121	Records Management	T	3
BOA 150	Office Procedures I	T	3	BOA 188	PowerPoint (Modules 1 & 2)	T	2	BOA 192	Word II (Modules 3 & 4)	T	2
BOA 191	Word I (Modules 1 & 2)	T	2	BOA 189A	Access (Module 1)	T	1				
				BOA 189B	Access (Module 2)	T	1				
<b>TOTAL</b>			<b>12</b>	<b>TOTAL</b>			<b>12</b>	<b>TOTAL</b>			<b>12</b>
FOURTH QUARTER				FIFTH QUARTER				SIXTH QUARTER			
		CR	GR			CR	GR			CR	GR
				<b>CERTIFICATE REQUIREMENTS</b>							
<b>NOTES:</b>						<b>TOTAL CERTIFICATE CREDIT HOURS</b>					
BOA 131 Introduction to Keyboarding is strongly recommended						36					