

Plan of Study

**Business Office Administration
Office Specialist Certificate**

**BUSINESS AND ENGINEERING
TECHNOLOGIES DIVISION
Effective Autumn Semester 2016**

Name _____
Student # _____
Date Entered _____
Advisor _____

FIRST SEMESTER		G/T/B	CR	
BOA 1101	Word I	T	2	
BOA 1102	Excel I	T	2	
BOA 1103	PowerPoint	T	2	
BOA 1104	Access	T	2	
TOTAL			8	

SECOND SEMESTER		G/T/B	CR	
BOA 1172	Excel II	T	2	
BOA 1191	Word II	T	2	
CSCI 2325	Expert Access	T	3	
TOTAL			7	

SUMMER SEMESTER		G/T/B	CR	

THIRD SEMESTER		G/T/B	CR	

FOURTH SEMESTER		G/T/B	CR	

CERTIFICATE REQUIREMENTS	
TOTAL CERTIFICATE CREDIT HOURS	15