

GUIDED PATHWAY: BUSINESS OFFICE SPECIALIST CERTIFICATE

BUSINESS, HOSPITALITY and GLOBAL TRADE CAREER PATH



For more information, visit the [Dallas College Business Office Systems and Support webpage](http://www.dcccd.edu/BOSS) [www.dcccd.edu/BOSS] and your academic advisor at your campus.

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. Courses from this certificate may apply to the related A.A.S. degree. Students must earn at least 25% of the credit hours required for graduation through instruction by Dallas College. See catalog for [official certificate requirements](#).

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 Certificate are noted below.

Students pursuing this certificate are waived from the [Texas Success Initiative \(TSI\)](#) standards, but must meet course prerequisites.

Catalog Year	2020-2021	You may use this pathway if you entered Dallas College on or before this date.
Degree Type	Level I Certificate	
GPA Requirement	Student must earn a GPA of 2.0 or higher	
TSI	May be Exempt	

SEMESTER-BY-SEMESTER MAP FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students. This is not an official degree plan. See catalog for [official certificate requirements](#).

CERTIFICATE MINIMUM: 16 SEMESTER CREDIT HOURS

SEMESTER 1 Total Hours: 16-17

[POFT 1301](#) – Business English

ELECTIVE – Must be selected from the following courses: *ITSW 1407, POFI 1301, POFI 1341, POFI 1349, POFI 2301, POFT 1321, POFT 1328, POFT 1380, POFT 1382, POFT 2312.*

CHOOSE ONE: [POFI 1104](#) – Computer Fundamentals **OR**

[POFT 1127](#) – Introduction to Keyboarding

CHOOSE ONE: [POFI 1341](#) – Computer Applications II*

[POFM 1302](#) – Medical Software Applications **OR**

[POFI 2301](#) – Word Processing*

CHOOSE ONE: [POFT 1309](#) – Administrative Office Procedures I **OR**

[POFM 1317](#) – Medical Administrative Support

CHOOSE ONE: [POFI 1301](#) – Computer Applications I* **OR**

[POFT 1319](#) – Records and Information Management I

*Students cannot duplicate these courses as a required course and as an elective course.

SEMESTER 1 ACTION ITEMS

1. Meet with your advisor to confirm academic and career goals before the end of the semester.
2. Meet with a career advisor or coach to research your career options and opportunities for job shadowing.
3. Meet with your advisor to apply for the Business Office Specialist Certificate Completion.

PATHWAY TOTAL: 16-17 SEMESTER CREDIT HOURS