

BUSINESS OFFICE TECHNOLOGY

Office Specialist

(CIP 52.0401)

Level I Certificate

The Office Specialist Certificate in Business Office Technology is a one-semester certificate designed to provide an introduction to the field of business office technology. Awardees of the certificate will possess the basic knowledge needed to hold an entry-level position as an office specialist, office clerk, receptionist, or other related role. The certificate is part of the Business Office Technology department, which also includes a Level II Certificate and an Associate of Applied Science (AAS) Degree. The Level I Certificate does not require TSI or other testing. TSI readiness is required for continuation into the Level II Certificate and AAS degree.

Semester I

ACNT 1303	Introduction to Accounting I
POFT 1321	Business Math
POFI 1301	Computer Applications I
POFT 1301	Business English
POFT 1309	Administrative Office Procedures I (Capstone Course)

Total Semester Hours – 15

BUSINESS OFFICE TECHNOLOGY

Payroll Specialist

(CIP 52.0401)

Level I Certificate

The Payroll Specialist Certificate in Business Office Technology is a one-semester certificate designed to provide an introduction to payroll taxes. Awardees of the certificate will possess the basic knowledge needed to perform activities associated with human resources, payroll transactions, payroll tax compliance, and filing of all quarterly and yearly payroll tax reports required by company policies and government regulations. The certificate is part of the Business Office Technology department, which also includes a Level II Certificate and an Associate of Applied Science (AAS) Degree. The Level I Certificate does not require TSI or other testing. TSI readiness is required for continuation into the Level II Certificate or AAS degree.

Semester I

ACNT 1303	Introduction to Accounting I
POFI 1301	Computer Applications I
POFT 1321	Business Math

Semester II

ACNT 1411	Computerized Accounting
ACNT 1429	Payroll and Business Tax Accounting (Capstone Course)

Total Semester Hours – 17