



Vocational Map
Business Office Technology
 (CIP 52.0401)
Level I and Level II Certificates

For timely completion of certificate requirements, students must follow the guidelines below. Contact the Program Director for the most up-to-date course schedules.

Students who plan to pursue this certificate path may not register for Technical Courses offered outside of stated certificate requirements.

Completed	Course
Office Specialist – Level I Certificate	
Semester I	
<input type="checkbox"/>	POFI 1301 Computer Applications I
<input type="checkbox"/>	POFT 1301 Business English
<input type="checkbox"/>	MRKG 1301 Customer Relationship Management
<input type="checkbox"/>	POFT 1321 Business Math
<input type="checkbox"/>	POFT 1309 Administrative Office Procedures I
Administrative Assistant – Level II Certificate	
Semester I	
<input type="checkbox"/>	College Readiness Courses (if needed)
<input type="checkbox"/>	POFI 1301 Computer Applications I
<input type="checkbox"/>	POFT 1301 Business English
<input type="checkbox"/>	MRKG 1301 Customer Relationship Management
<input type="checkbox"/>	POFT 1321 Business Math
<input type="checkbox"/>	POFT 1309 Administrative Office Procedures I
Semester II	
<input type="checkbox"/>	ACNT 1303 Introduction to Accounting I
<input type="checkbox"/>	ACNT 1411 Introduction to Computerized Accounting
<input type="checkbox"/>	POFI 2401 Word Processing
<input type="checkbox"/>	POFT 1413 Professional Workplace Preparation (Capstone Course)

For further information on the Business Office Technology Pathway, visit
<http://www.wjc.edu/Programs/technology-and-business/business-administration/index.aspx>

Choose. Connect. Complete.