



**FLORIDA TECHNICAL COLLEGE**  
**PROGRAM: BUSINESS OFFICE SPECIALIST**  
**CREDENTIAL: DIPLOMA**  
**CREDIT HOURS: 40.6 QUARTER CREDITS**  
**CONTACT HOURS: 576**

**SEQUENCE ORDER OF CLASSES**

Course Code	Title of Course	Credits
<b><u>TERM 1</u></b>		
BAD1000	Introduction to Business	4.5
CAP1000	Introduction to Computers	4.5
BOS1000	Business Communications & Word Processing	4.5
<b><u>TERM 2</u></b>		
BOS1010	Office Operations & Spreadsheets	4.5
BOS1020	Business Communications & Presentations	4.5
HRM200	Human Resources Management	4.5
<b><u>TERM 3</u></b>		
ACC100	Accounting Basics	4.5
MKT2010	Introduction to Marketing	4.5
BUS2040	Information Management	4.5
<b><i>TOTAL CREDITS</i></b>		<b>40.5</b>