

BUSINESS OFFICE SYSTEMS AND SUPPORT (BOSS), EXECUTIVE ADMINISTRATIVE ASSISTANT, ASSOCIATE OF APPLIED SCIENCE



Program Information

Now more than ever, administrative assistants play an integral role in the success of an organization. They are highly valued, collaborative team members with a wide range of skills that enable them to work in a variety of industries. In the Business Office Systems and Support (BOSS) program, our students develop competencies in office procedures, software applications, accounting skills, organizational skills, office management, and project management, as well as in the essential workplace *soft skills* employers demand.

The San Jacinto College Business Office Systems and Support (BOSS) program:

- Provides graduates with the skills, knowledge, and training that will enable them to be successful in a business office environment;
- Offers courses in the latest office techniques, current technology, accounting terminology, financial document preparation, filing procedures, oral and written communication skills, and business forms preparation; and
- Ensures that students will be able to manage a variety of administrative duties such as planning meetings, scheduling appointments, preparing reports, greeting visitors, and assuming responsibilities including organizing an office and resolving relational problems with people inside and outside the organization.

Career Opportunities

Graduates of the San Jacinto College BOSS program are employed in:

- Schools,
- Hospitals,

- Corporate settings, and
- Government agencies.

Graduate opportunities may also extend beyond this program with certification from the International Association of Administrative Professionals as a Certified Administrative Professional (CAP). Certification in this field usually leads to a higher salary.

Earning Potential

Executive Administrative Assistant - \$76,403 per year¹

¹ Source: texaswages.com (<http://texaswages.com>), median salary Gulf Coast region, 2022

For more information, students may contact Central campus, 281-476-1836; North campus, 281-998-6350, x7765; or South campus, 281-929-4603.

Campuses

Central Campus

Generation Park Campus

North Campus

South Campus

San Jac Online

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Completion of the Office Assistant Occupational Certificate is the first step to take toward achieving your goal of having a fulfilling and challenging career in this field. Keyboarding proficiency is recommended for all the certificates as well as the degree in this program.

Students enrolling into San Jacinto College programs with external learning experiences (i.e., clinical, practicum, externship, cooperative, etc.) will be required to comply with the immunization requirements and policies of the clinical/external learning sites to engage in all clinical/external learning experiences. Vaccination requirements at clinical/external learning sites are implemented pursuant to the independent authority of such facilities and are not mandated by San Jacinto College. Failure to meet the immunization requirements mandated by clinical/external learning sites may limit a student's ability to complete the program and/or may delay the student's graduation date. San Jacinto College does not process exemptions, and students should address potential vaccination exemptions directly with the clinical/external learning site.

Associate of Applied Science

This two-year Executive Administrative Assistant Associate of Applied Science (AAS) degree provides the most in-depth preparation for

employment as a professional in the administrative assistant field.
Students desiring a baccalaureate degree should see an advisor or the Department Chair of the program prior to registration.

Plan of Study

3BOFT-EXE

First Term		Credits
ACNT 1303	Introduction to Accounting I	3
BCIS 1305	Business Computer Applications	3
POFT 1301	Business English	3
POFT 1309	Administrative Office Procedures I	3
POFT 1319	Records and Information Management I	3
Credits		15
Second Term		
POFT 1325	Business Math Using Technology	3
ACNT 1311	Introduction to Computerized Accounting	3
POFI 1341	Computer Applications II	3
BMGT 1305 or BUSI 2304	Communications in Management or Business Communications	3
POFT 2301	Intermediate Keyboarding	3
Credits		15
Third Term		
BUSI 1301	Business Principles	3
Mathematics ¹		3
HRPO 1311	Human Relations	3
BMGT 1309	Information and Project Management	3
POFT 2364 or POFT 1313	Practicum ((or Field Experience) - Administrative Assistant and Secretarial Science, General) or Professional Workforce Preparation	3
Credits		15
Fourth Term		
ENGL 1301	Composition I	3
Select one of the following:		3
PSYC 2301	General Psychology	
SOCI 1301	Introduction to Sociology	
SOCI 2319	Minority Studies	
BMGT 1325	Office Management	3
Select one of the following:		3
SPCH 1315	Public Speaking	
SPCH 1318	Interpersonal Communication	
SPCH 1321	Business and Professional Speech	
Language, Philosophy and Culture (Humanities) or Creative Arts (Fine Arts)		3
Credits		15
Total Credits		60

Capstone Experience: POFT 2364 Practicum or POFT 1313 Professional Workforce Preparation

¹ Students desiring to obtain a baccalaureate degree should take MATH 1314 College Algebra.