

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

Students desiring a baccalaureate degree should see an advisor or the Department Chair of the program prior to registration.



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, 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.

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.