

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



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.

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