

BUSINESS OFFICE SYSTEMS AND SUPPORT (BOSS), EXECUTIVE ADMINISTRATIVE ASSISTANT, LEVEL 2 CERTIFICATE



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 - \$63,451 per year¹

¹ Source: texaswages.com (<http://texaswages.com>), median salary Gulf Coast region, 2019

For more information, students may contact Central campus, 281-476-1836; North campus, 281-998-6150, x7242; or South campus, 281-929-4603.

Campuses

Central Campus
North Campus
South Campus

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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.

Level 2 Certificate

These courses are required for the Executive Administrative Assistant Level 2 Certificate, and they also apply toward the Associate of Applied Science (AAS) degree in the Business Office Systems and Support (BOSS) program.

Plan of Study

All Campuses

5BOFT-E

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
BUSI 2304	Business Communications	3
POFT 2301	Intermediate Keyboarding	3
Credits		15
Third Term		
BUSI 1301	Business Principles	3
BMGT 1309	Information and Project Management	3
HRPO 1311	Human Relations	3
BMGT 1325	Office Management	3
POFT 2364 or POFT 1313	Practicum (or Field Experience - Administrative Assistant and Secretarial Science, General) or Professional Workforce Preparation	3
Credits		15
Total Credits		45

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