

BUSINESS OFFICE SYSTEMS AND SUPPORT (BOSS), OFFICE ASSISTANT, OCCUPATIONAL 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 - \$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.

Occupational Certificate

The Office Assistant Occupational Certificate is designed to provide students with entry-level office skills. All courses in this certificate also apply toward the Certificate of Technology, the Level 2 Certificate, and the Associate of Applied Science (AAS) degree in the Business Office Systems and Support (BOSS) program. The attainment of each higher-level certificate prepares students for work as an administrative assistant with progressively greater responsibility and skill levels.

Plan of Study

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| 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 |
| POFT 1325 | Business Math Using Technology | 3 |
| Credits | | 18 |
| Total Credits | | 18 |

Capstone Experience: POFT 1319 Records and Information Management I