

BUSINESS OFFICE SYSTEMS AND SUPPORT (BOSS), OFFICE ASSISTANT, OCCUPATIONAL CERTIFICATE

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



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