

BUSINESS

GUIDED PATHWAY: BUSINESS OFFICE SYSTEMS AND OFFICE SUPPORT – ADMINISTRATIVE PROFESSIONAL ENHANCED SKILLS CERTIFICATE

For more information, visit www.dcccd.edu/BOSS and your academic advisor at El Centro College.

This is an example course sequence for students interested in pursuing the Administrative Professional Enhanced Skills Certificate. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn an Administrative Professional Enhanced Skills certificate ⁱⁱ. For official certificate requirements, [click here](#).

The BOSS degree program offers the Administrative Professional Enhanced Skills Certificate. This certificate is to provide students an opportunity to obtain certification as an IAAP Certified Administrative Professional. The IAAP (International Association of Administrative Professionals) Certified Administrative Professional (CAP) is an assessment-based professional certification for office management and business administrative professionals. It is the only recognized certification that encompasses the duties, responsibilities, and knowledge required of an administrative professional in the 21st Century. The student must complete the Business Office Systems and Support--Executive Assistant AAS degree before pursuing this award. Upon completion of this enhanced skills certificate, students will be eligible to sit for the IAAP CAP certification exam. Courses that complete the Certificate (C) are noted below.

Visit www.ntxccc.org/pathways to view guided pathways created for students who complete an AAS degree and the options for transfer to complete a Bachelor of Applied Arts and Science. Speak with an academic advisor at your college to choose courses that will help you to transfer to a specific university.



ONLY Offered at ECC

COLLEGE READINESS REQUIREMENTS

Enrolling in one or more courses may be necessary if assessment activities and previous academic experiences indicate a need for additional knowledge and skills:

READING & WRITING PLACEMENT

MATH PLACEMENT

ENGLISH LANGUAGE PROFICIENCY

TSI READING MET: YES NO

TSI MATH MET: YES NO

ENGLISH PROFICIENCY: YES NO

TSI WRITING MET: YES NO

IF TSI OR ENGLISH LANGUAGE PROFICIENCY NOT MET, INSERT COURSE(S) NEEDED

DREA / DWRI / DIRW (CIRCLE ONE)

DMAT _____

ESOL _____

OTHER: _____

OTHER: _____

OTHER: _____

Exemptions/waivers may exist. Speak with an academic advisor regarding placement in college readiness courses and your ability to enroll in core academic coursework.

SEMESTER-BY-SEMESTER MAP FOR FULL-TIME STUDENTS ⁱⁱⁱ

ALL PLANS CAN BE MODIFIED TO FIT THE NEEDS OF PART-TIME STUDENTS

C	SEMESTER 1	ACTION ITEMS
♦	BGMT 1309 – Information and Project Management	<input type="checkbox"/> Meet with your advisor to confirm academic and career goals before the end of the semester. <input type="checkbox"/> Meet with a career advisor or coach to research your career options and opportunities for job shadowing. <input type="checkbox"/> Meet with your advisor to request an official program of study audit, confirm or update your academic and career path and program of study <input type="checkbox"/> After reviewing your degree plan and program of study, apply for graduation. <ul style="list-style-type: none"> ○ Meet with your advisor to apply for the Administrative Professional Enhanced Skills Certificate. ○ Sign up for commencement. <input type="checkbox"/> Join the Alumni Network!
♦	HRPO 2307 – Organizational Behavior	
♦	ACNT 1303 – Introduction to Accounting I	
♦	POFT 2331 – Administrative Project Solutions ^{iv}	

TOTAL SEMESTER CREDIT HOURS: 12

CERTIFICATE TOTAL MINIMUM: 12 SEMESTER CREDIT HOURS | PATHWAY TOTAL: 12 SEMESTER CREDIT HOURS

ⁱ Degree plans may change in later catalogs. You may use this pathway if you entered one of the seven colleges on or before this date.

ⁱⁱ Students must earn at least 25% of the credit hours (3 hours) required for graduation through instruction by one of the seven DCCCD colleges awarding the certificate.

ⁱⁱⁱ This is not an official degree plan. For official certificate requirements, [click here](#).

^{iv} POFT 2331 is the Capstone experience for the certificate