

BUSINESS

GUIDED PATHWAY: BUSINESS OFFICE SYSTEMS AND SUPPORT–EXECUTIVE ASSISTANT

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

This is an example course sequence for students interested in pursuing the Executive Assistant degree. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn an Associate of Applied Science (AAS) degree in Business Office Systems and Support-Executive Assistant¹. For official degree requirements, [click here](#).

The Associate of Applied Science Degree comprehensive curriculum is designed as an advanced level program to prepare you for executive assistant and computer support positions in an office environment. You will use state-of-the-art technology to develop skills necessary to become a productive member of the business community. Gainful employment information for this degree can be found at www.dcccd.edu/gainfulemp. Courses that complete the Degree (D) and courses that complete the Administrative Specialist (C2), Business Office Specialist (BO1), and Software Application Specialist (SC1) Certificates are noted below.

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

Students pursuing this Associate of Applied Science (AAS) degree are required to take all portions of the TSI Assessment, but do not need to place at college-level math or take Developmental Math courses to be TSI met. Students must successfully complete a natural science course with a grade of "C" or better to graduate.



Offered at
BHC, EFC, ECC, NLC & RLC

COLLEGE READINESS REQUIREMENTS (only for the AAS)

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

TSI READING MET: YES NO
TSI WRITING MET: YES NO

ENGLISH LANGUAGE PROFICIENCY

PROFICIENCY MET: YES NO

IF NO, ADVISOR INSERT COURSE(S) NEEDED

DREA / DWRI / DIRW (CIRCLE ONE) _____

ESOL _____

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 STUDENTSⁱⁱⁱ

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

D	C2	BO1	SC1	SEMESTER 1	ACTION ITEMS
♦		♦		POFI 1104 – Computer Fundamentals <u>OR</u>	<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.
♦	♦	♦		POFT 1127 – Introduction to Keyboarding	
♦	♦	♦		POFI 1301 – Computer Applications I	
♦	♦	♦		POFT 1301 – Business English	
♦	♦	♦		POFI 1341 – Computer Applications II <u>OR</u>	
♦				POFM 1302 – Medical Software Applications	
♦				HIST 1301 – United States History I (core course)	
♦				Humanities/Fine Arts Elective ^{iv} (core course)	

TOTAL SEMESTER CREDIT HOURS: 16

D	C2	BO1	SC1	SEMESTER 2	ACTION ITEMS
♦	♦			POFT 1329 – Beginning Keyboarding <u>OR</u>	<input type="checkbox"/> Meet with your advisor to file an official program of study audit, confirm or update your academic/career path and program of study.
♦	♦			POFT 2301 – Intermediate Keyboarding	
♦	♦	♦		POFT 1309 – Administrative Office Procedures I <u>OR</u>	
♦	♦			POFM 1317 – Medical Administrative Support	
♦	♦		♦	POFI 2301 – Word Processing	
♦	♦		♦	POFT 1328 – Business Presentations	
♦	♦			ENGL 1301 – Composition I ^v (core course)	

TOTAL SEMESTER CREDIT HOURS: 15

D	C2	BO1	SC1	SEMESTER 3	ACTION ITEMS
♦	♦			POFT 2312 – Business Correspondence and Communication	<input type="checkbox"/> Meet with your advisor to apply for: <ul style="list-style-type: none"> o the Business Office Specialist (BO1) Certificate o the Software Application Specialist (SC1) Certificate <input type="checkbox"/> Meet with a faculty or career advisor regarding placement for the Cooperative Education course. <input type="checkbox"/> Meet with a career advisor or coach for assistance in preparing for job search
♦	♦		♦	POFI 1349 – Spreadsheets	
♦	♦			POFT 1319 – Records and Information Management I	
♦	♦		♦	POFI 2331 – Desktop Publishing <u>OR</u>	
♦	♦			POFI 2340 – Advanced Word Processing <u>OR</u>	
♦	♦			ITSC 1315 – Project Management Software	
♦	♦			Elective ^{vi}	
♦			♦	ITSW 1407 – Introduction to Database	

TOTAL SEMESTER CREDIT HOURS: 16

D	C2	BO1	SC1	SEMESTER 4	ACTION ITEMS
♦	♦			POFT 1321 – Business Math	<input type="checkbox"/> After reviewing your degree plan and program of study, apply for graduation. <ul style="list-style-type: none"> o Meet with your advisor to apply for: <ul style="list-style-type: none"> ▪ the BOSS-Executive Assistant AAS ▪ the Administrative Specialist (C2) Certificate o Sign up for commencement. <input type="checkbox"/> Join the Alumni Network!
♦	♦			POFT 1380 – Cooperative Education-Administrative Assistant and Secretarial Science, General <u>OR</u>	
♦	♦			POFT 1382 – Cooperative Education-General Office Occupations and Clerical Services	
♦	♦			SPCH 1311 – Introduction to Speech Communication <u>OR</u>	
♦	♦			SPCH 1315 – Public Speaking (all core courses) <u>OR</u>	
♦				SPCH 1321 – Business and Professional Communication	
♦				Natural Science Core Elective ^{iv, v} (4 hours) (core course)	

TOTAL SEMESTER CREDIT HOURS: 13

AAS DEGREE MINIMUM: 60 SEMESTER CREDIT HOURS | PATHWAY TOTAL: 60 SEMESTER CREDIT HOURS

¹ 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.

² Students must earn at least 25% of the credit hours (15 hours) required for graduation through instruction by one of the five DCCCD colleges awarding the degree.

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

^{iv} There are several options to fulfill this requirement. See your academic advisor for a specific list.

^v You must earn a grade of "C" or better in English 1301 and the selected college-level science course.

^{vi} Elective – Administrative Specialist (C2) must be selected from the following courses: ITSW 1407, POFI 2331, POFI 2340, POFT 1319, POFT 1328, POFT 2301.

Elective – Business Office Specialist (BO1) must be selected from the following courses: ITSW 1407, POFI 1301, POFI 1341, POFI 1349, POFI 2301, POFT 1328, POFT 2312.

THIS PATHWAY WAS LAST UPDATED ON JULY 24, 2019