

BUSINESS OFFICE TECHNOLOGY - EXECUTIVE/ ADMINISTRATIVE ASSISTANT SPECIALTY

TECHNICAL

Degree/Certificate: Occupational Certificate (1 term)
Certificate of Technology (3 terms)
Level 2 Certificate (4 terms)
Associate of Applied Science (4 terms)
Enhanced Skills Certificate



Do you have a take-charge attitude and an aptitude for organization? You may find your passion is a career as an administrative assistant. At San Jacinto College you will learn general administrative skills such as filing, reception and document preparation using the latest word processing, spreadsheet, database management and presentation software that will help you become a vital part of any office. The program will also cover accounting terminology, financial documents, and oral and written communication. You can have a direct impact on the success of your employer – and that can mean big-time success for you!

The San Jacinto College executive/administrative assistant 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 and financial document preparation, filing procedures, oral and written communication skills and business forms preparation
- 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 OUTLOOK



Graduates of the San Jacinto College executive/administrative assistant program are employed in:

- Schools
- Hospitals
- Corporate settings

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.

For more information, call the Contact Center: 281-998-6150 | sanjac.edu

General email: information@sjcd.edu

Visit our website: www.sanjac.edu/career/business-office-technology

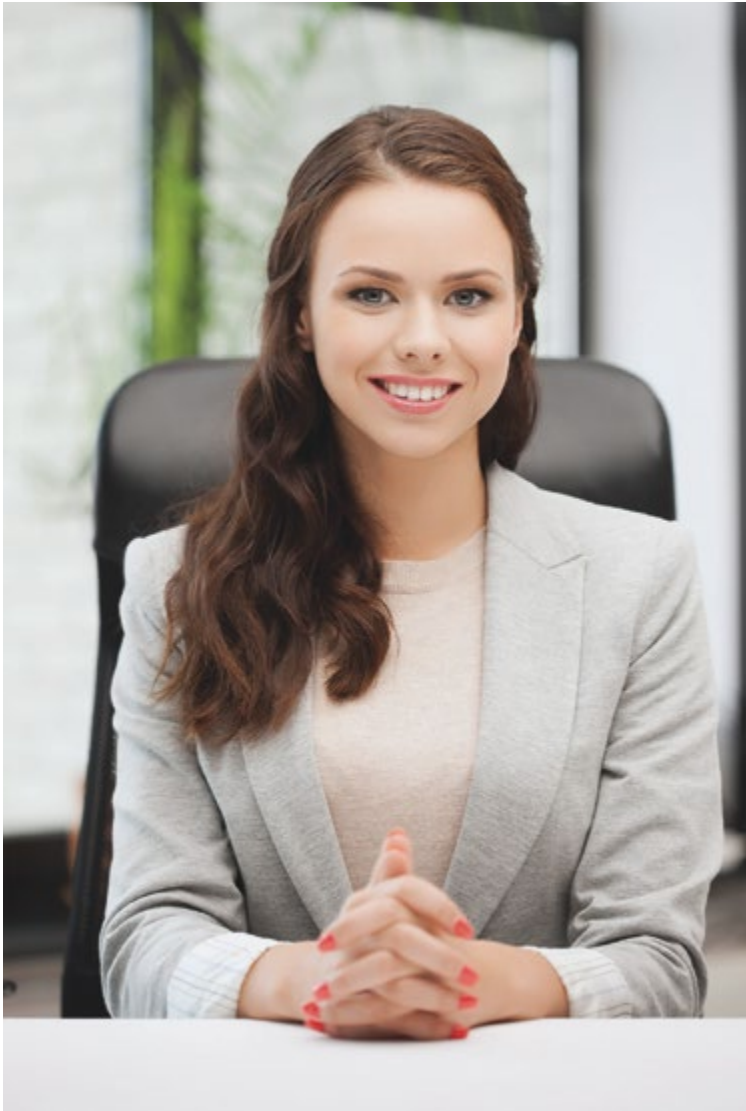
Median salary for Gulf Coast region



\$55,942
per year

**Executive Secretaries
and Executive
Administrative
Assistants**

*Source: texaswages.com, Gulf Coast region, 2015



EXECUTIVE ADMINISTRATIVE ASSISTANT (6BOFT-E)

Occupational Certificate

The Executive Administrative Assistant Occupational Certificate is designed to provide students with entry-level office skills, which include analyzing, classifying and recording business transactions in a manual and computerized environment.

All courses in this certificate also apply toward the certificate of technology, level 2 certificate and the Associate of Applied Science in Business Office Technology degree program.

<i>First Term</i>	<i>Credit</i>
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
Occupational Certificate Total	18

Capstone Experience: POFT 1319

EXECUTIVE ADMINISTRATIVE ASSISTANT (4BOFT-E)

Certificate of Technology

These courses are required for the Executive Administrative Assistant Certificate of Technology and also qualify as the first two terms of the level 2 certificate and Associate of Applied Science in Business Office Technology degree program.

After successfully completing the following courses, contact the office of enrollment services to apply to receive this certificate of technology.

<i>First Term</i>	<i>Credit</i>
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
Subtotal	15

<i>Second Term</i>	<i>Credit</i>
POFT 1325 Business Math Using Technology	3
ACNT 1304 Introduction to Accounting II	3
POFI 1341 Computer Applications II	3
POFT 1328 Business Presentations	3
POFT 2301 Intermediate Keyboarding	3
Subtotal	15

Certificate of Technology Total **30**

Capstone Experience: POFT 2301

EXECUTIVE ADMINISTRATIVE ASSISTANT (5BOFT-E)

Level 2 Certificate

These courses are required for the Executive Administrative Level 2 Certificate and also qualify as the first three terms of the Associate of Applied Science in Business Office Technology degree program.

After successfully completing the following courses, contact the office of enrollment services to apply to receive this level 2 certificate.

First Term Credit

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

Subtotal **15**

Second Term Credit

POFT 1325 Business Math Using Technology	3
ACNT 1304 Introduction to Accounting II	3
POFI 1341 Computer Applications II	3
POFT 1328 Business Presentations	3
POFT 2301 Intermediate Keyboarding	3

Subtotal **15**

Third Term Credit

BUSI 1301 Business Principles	3
BUSI 2304 Business Communications	3
HRPO 1311 Human Relations	3
BMGT 1309 Information and Project Management	3
POFT 2364 Practicum (or Field Experience) - Administrative Assistant and Secretarial Science, General or POFT 1313 Professional Workforce Preparation	3

Subtotal **15**

Level 2 Certificate Total **45**

Capstone Experience: POFT 2364 or POFT 1313



EXECUTIVE ADMINISTRATIVE ASSISTANT (3BOFT-EXE)

Associate of Applied Science Degree

This two-year business office technology program leading to an associate of applied science degree is for students preparing for jobs as executive administrative assistants in current and future office environments. Students desiring a baccalaureate degree should see a counselor or the business office technology department chair prior to registration.

Keyboarding proficiency is recommended for this degree as well as all the certificates in the business office technology program. After successfully completing the following courses, contact the office of enrollment services to apply to receive this associate of applied science degree.

First Term Credit

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

Subtotal **15**

Second Term Credit

POFT 1325 Business Math Using Technology	3
ACNT 1304 Introduction to Accounting II	3
POFI 1341 Computer Applications II	3
POFT 1328 Business Presentations	3
POFT 2301 Intermediate Keyboarding	3

Subtotal **15**

Third Term Credit

BUSI 1301 Business Principles	3
BUSI 2304 Business Communications	3
HRPO 1311 Human Relations	3
BMGT 1309 Information and Project Management	3
POFT 2364 Practicum (or Field Experience) - Administrative Assistant and Secretarial Science, General or POFT 1313 Professional Workforce Preparation	3

Subtotal **15**

Fourth Term Credit

ENGL 1301 Composition I	3
*Psychology or Sociology	3
SPCH 1315 Public Speaking or	
SPCH 1318 Interpersonal Communications or	
SPCH 1321 Business & Professional Speech	3
**MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher	3
*Humanities or Fine Arts	3

Subtotal **15**

Associate of Applied Science Degree Total **60**

Capstone Experience: POFT 2364 or POFT 1313

* Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.

** Students desiring to obtain a baccalaureate degree should take MATH 1314 College Algebra.

MEDICAL OFFICE SUPPORT (EBOTM)

Enhanced Skills Certificate

The Medical Office Support Enhanced Skills Certificate is designed for students who have completed the Executive Administrative Assistant Associate of Applied Science degree. This certificate is intended to prepare students for entry-level positions in medical office administrative/billing positions.

Fifth Term

Credit

HPRS 2302 Medical Terminology for Allied Health	3
MRMT 1307 Medical Transcription I	3
POFM 1327 Medical Insurance or MDCA 1343 Medical Insurance	3
POFM 1317 Medical Administrative Support	3

Enhanced Skills Certificate Total	12
--	-----------

Capstone Experience: POFM 1317



Note: For complete program descriptions, please refer to the San Jacinto Community College District Catalog online at www.sanjac.edu/catalog.

The San Jacinto College District is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status or veteran status in accordance with applicable federal and state laws. The following College official has been designated to handle inquiries regarding the College's non-discrimination policies: Vice President of Human Resources, 4620 Fairmont Pkwy., Pasadena, TX 77504; 281-991-2659; Sandra.Ramirez@sjcd.edu.