

# BUSINESS OFFICE SYSTEMS AND SUPPORT (BOSS)

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### OVERVIEW

#### The Occupations

Administrative Aides, Administrative Specialists, Senior Administrative Assistants, Executive Assistants, Senior Executive Assistants, Accounting Assistants, Information Technicians, Office/Facilities Coordinators and Administrators

#### About the Occupations

Now more than ever, administrative assistants and front office professionals play an integral role in the success of an organization. These administrative professionals are skilled at performing a variety of administrative duties. They are becoming members of the management team and assuming roles once reserved for managerial and professional staff members. Many opportunities await those professionals who master technology and use their interpersonal and communication skills effectively.

The Business Office Systems and Support (BOSS) Program is structured to prepare students for a wide range of front office careers using state-of-the-art technology software. The program courses are specifically designed to develop competencies in office procedures, software applications, basic accounting skills, organizational skills, office management, project management, and the essential workplace soft skills. These skills are essential to upgrading existing work knowledge. As technology continues to advance, retraining and continuing education will be an essential part of jobs in business.

Navarro College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Navarro College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Navarro College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

### CAREER OUTLOOK

WORK ENVIRONMENT	
Employers	<ul style="list-style-type: none"> <li>• Business, industry, and government agencies</li> <li>• Colleges, universities, professional schools, and public schools</li> <li>• Hospitals, clinics, physician offices and billing service organizations</li> <li>• Insurance companies, home health care agencies, or in their homes as virtual assistants</li> <li>• Banks and insurance companies</li> </ul>
Typical Schedule	<ul style="list-style-type: none"> <li>• Work customarily during weekdays</li> <li>• 35-40 hour work week</li> <li>• May telecommute or have a flexible working arrangement</li> </ul>
Tools and Equipment	<ul style="list-style-type: none"> <li>• Computers (hardware and software) Automated office equipment</li> <li>• Forms, budgets, reports, records, and schedules correspondence, invoices, catalogs, and brochures</li> <li>• Web and virtual conferencing</li> </ul>
WORKER PORTRAIT	
Skills and Aptitudes	<ul style="list-style-type: none"> <li>• Skilled in the latest office trends, culture, and technology</li> <li>• Highly productive and makes efficient use of technology</li> <li>• Excellent oral and written communication skills</li> <li>• Flexible, shows initiative and has the ability to work and make decisions independently</li> <li>• Displays professionalism, integrity, and honesty</li> <li>• Works well under pressure and consistently meets deadlines</li> <li>• Listens effectively and uses good judgment, discretion, and common sense</li> </ul>

	<ul style="list-style-type: none"> <li>• Thinks critically, uses sound reasoning, and makes ethical decisions</li> <li>• Strong interpersonal skill, a team player, respects diversity</li> <li>• Adapts to the changing workforce</li> </ul>
Interests	<ul style="list-style-type: none"> <li>• Likes to work with and meet people</li> <li>• Enjoys keeping things organized and running smoothly</li> <li>• Interested in new technology and a variety of work settings</li> </ul>
<b>OUTLOOK</b>	<b>OCCUPATION</b>
Good	Executive Secretaries & Executive Administrative Assistants
Good	Accounting Assistants & Auditing Specialists
Good	Administrative Assistants, Secretaries
Excellent	Receptionists, Information Clerks
<b>POSITION</b>	<b>SALARY (PER YEAR)</b>
Executive Secretaries & Executive Administrative Assistants	\$51,270
Accounting Assistants	\$27,554 - \$52,000
Medical Records & Health Information Technicians	\$35,900
Administrative Assistants, Secretaries	\$33,240

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## DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Business Office Systems and Support (BOSS)	Associate in Applied Science	<a href="#">View Degree Plan</a>
Administrative Professional I	Certificate	<a href="#">View Degree Plan</a>
Administrative Professional II	Certificate	<a href="#">View Degree Plan</a>

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## FACULTY