

BUSINESS OFFICE SYSTEMS AND SUPPORT (BOSS)

BUSINESS OFFICE SYSTEMS AND SUPPORT (BOSS) - AAS DEGREE PLAN

PROGRAM INFORMATION: The Business Office Systems and Support (BOSS) program is designed to help prepare students to work as technology professionals in the highly technological business environment of the future. Students successfully completing the BOSS program will receive an Associate in Applied Science Degree.

Students can also earn certificates of completion as an Administrative Professional I and Administrative Professional II.

FRESHMAN YEAR - FALL

| COURSE SECTION | COURSE TITLE | CREDIT HOURS |
|-------------------------|----------------------------------|--------------|
| POFT 1329 | Beginning Keyboarding | 3 |
| POFT 1301 | Business English | 3 |
| BCIS 1305 | Business Computer Applications | 3 |
| ACNT 1303 | Introduction to Accounting I | 3 |
| POFT 1309 | Administrative Office Procedures | 3 |
| BUSI 1301 | Business Principles | 3 |
| Fall Total Credit Hours | | 18 |

FRESHMAN YEAR - SPRING

| COURSE SECTION | COURSE TITLE | CREDIT HOURS |
|---------------------------|--|--------------|
| POFT 2312 | Business Correspondence & Communications | 3 |
| POFT 1313 | Professional Workforce Preparation | 3 |
| POFT 1325 | Business Math Using Technology | 3 |
| POFT 1319 | Records and Information Management I | 3 |
| Spring Total Credit Hours | | 12 |

SOPHOMORE YEAR - FALL

| COURSE SECTION | COURSE TITLE | CREDIT HOURS |
|------------------------------|--|--------------|
| POFI 2401 | Word Processing | 4 |
| MRKG 1301 | Customer Relationship Management | 3 |
| X3XX | Approved Language / Philosophy / Culture or Creative Arts | 3 |
| SPCH 1321 OR SPCH 1315 | Business & Professional Communication OR Public Speaking | 3 3 |
| ENGL 1301 | Composition I | 3 |
| Fall Total Credit Hours | | 16 |

SOPHOMORE YEAR - SPRING

POFT 2431: Capstone

| COURSE SECTION | COURSE TITLE | CREDIT HOURS |
|----------------|----------------------------------|--------------|
| POFT 2431 | Administrative Project Solutions | 4 |
| POFI 2431 | Desktop Publishing | 4 |

| COURSE SECTION | COURSE TITLE | CREDIT HOURS |
|------------------------------|---|--------------|
| X3XX | Approved Social / Behavioral Science | 3 |
| MATH 1332 OR MATH 1324 | Contemporary Mathematics (Quantitative Reasoning) OR Mathematics for Business and Social Sciences | 3 |
| Spring Total Credit Hours | | 14 |
| Program Total Credit Hours | | 60 |

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).