

# 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](http://www.sacscoc.org)).