

GUIDED PATHWAY: EXECUTIVE ASSISTANT A.A.S.

BUSINESS, HOSPITALITY and GLOBAL TRADE CAREER PATH



For more information, visit the [Dallas College Business Office Systems and Support webpage](http://www.dcccd.edu/BOSS) [www.dcccd.edu/BOSS] and your academic advisor at your campus.

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 (A.A.S.) degree in Business Office Systems and Support-Executive Assistant. Students must earn at least 25% of the credit hours (15 hours) required for graduation through instruction by Dallas College. See catalog for [official certificate requirements](#).

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. Courses that complete the degree and the [Administrative Specialist](#) (C2), [Business Office Specialist](#) (BO), and [Software Application Specialist](#) (SA) Certificates are noted below.

Visit www.ntxccc.org/pathways to view guided pathways created for students who complete an A.A.S. degree and the options for transfer to complete a Bachelor of Applied Arts and Science. Speak with an academic advisor at your campus to choose courses that will help you to transfer to a specific university.

Catalog Year	2020-2021	You may use this pathway if you entered Dallas College on or before this date.
Degree Type	Associate of Applied Science	
GPA Requirement	Student must earn a GPA of 2.0 or higher	
TSI	Must be Complete	

SEMESTER-BY-SEMESTER MAP FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students. This is not an official degree plan. See catalog for [official degree requirements](#).

AAS DEGREE MINIMUM: 60 SEMESTER CREDIT HOURS

SEMESTER 1

Total Hours: 16

[POFI 1301](#) – Computer Applications I (Course also applies to C2, BO)

[POFT 1301](#) – Business English (Course also applies to C2, BO)

[HIST 1301](#) – United States History I This is a Core course.

[HUMANITIES/FINE ARTS ELECTIVE*](#) This is a Core course.

CHOOSE ONE: [POFI 1104](#) – Computer Fundamentals **OR**

[POFT 1127](#) – Introduction to Keyboarding (Either course will apply to BO)

CHOOSE ONE: [POFI 1341](#) – Computer Applications II **OR**

[POFM 1302](#) – Medical Software Applications (Either course will apply to C2, BO)

* There are several options to fulfill this requirement. See your academic advisor for a specific list.

SEMESTER 1 ACTION ITEMS

1. Meet with your advisor to confirm academic and career goals before the end of the semester.
2. Meet with a career advisor or coach to research your career options and opportunities for job shadowing.

SEMESTER 2

Total Hours: 15

[POFI 2301](#) – Word Processing (Course also applies to C2, SA)

[POFT 1328](#) – Business Presentations (Course also applies to C2, SA)

[ENGL 1301](#) – Composition I This is a Core course. Must earn a grade of "C" or better. (Course also applies to C2)

CHOOSE ONE: [POFT 1329](#) – Beginning Keyboarding **OR**

[POFT 2301](#) – Intermediate Keyboarding (Either course will apply to C2)

CHOOSE ONE: [POFT 1309](#) – Administrative Office Procedures I **OR**
[POFM 1317](#) – Medical Administrative Support (*Either course will apply to C2, BO*)

SEMESTER 2 ACTION ITEMS

1. Meet with your advisor to request an official program of study audit and confirm or update your academic and career path and program of study.

SEMESTER 3

Total Hours: 16

[POFT 2312](#) – Business Correspondence and Communication (*Course also applies to C2*)

[POFI 1349](#) – Spreadsheets (*Course also applies to C2, SA*)

[POFT 1319](#) – Records and Information Management I (*Course also applies to C2, BO*)

ELECTIVE* – (*ONLY FOR C2 and BO*)

[ITSW 1407](#) – Introduction to Database (*Course also applies to SA*)

CHOOSE ONE: [POFI 2331](#) – Desktop Publishing

[POFI 2340](#) – Advanced Word Processing **OR**

[ITSC 1315](#) – Project Management Software (*Either course will apply to C2, SA*)

* 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** (BO) must be selected from the following courses: ITSW 1407, POFI 1301, POFI 1341, POFI 1349, POFI 2301, POFT 1328, POFT 2312.

SEMESTER 3 ACTION ITEMS

1. Meet with your advisor to apply for the Business Office Specialist Certificate and Software Application Specialist Certificate.
2. Meet with a faculty or career advisor regarding placement for the Cooperative Education course.
3. Meet with a career advisor or coach for assistance in preparing for job search.

SEMESTER 4

Total Hours: 13

[POFT 1321](#) – Business Math (*Course also applies to C2*)

NATURAL SCIENCE CORE ELECTIVE* (4 hours) *This is a Core course. Must earn a grade of "C" or better.*

CHOOSE ONE: [POFT 1380](#) – Cooperative Education-Administrative Assistant and Secretarial Science, General **OR**

[POFT 1382](#) – Cooperative Education-General Office Occupations and Clerical Services
(*Either course will apply to C2*)

CHOOSE ONE: [SPCH 1311](#) – Introduction to Speech Communication *This is a Core course.*

[SPCH 1315](#) – Public Speaking *This is a Core course.* **OR**

[SPCH 1321](#) – Business and Professional Communication *This is a Core course.*
(*Either course will apply to C2*)

* There are several options to fulfill this requirement. See your academic advisor for a specific list.

SEMESTER 4 ACTION ITEMS

1. After reviewing your degree plan and program of study, meet with your advisor to apply for the BOSS-Executive Assistant A.A.S. and Administrative Specialist Certificate.
2. Sign up for commencement.
3. Join the [Alumni Network!](#)

PATHWAY TOTAL: 60 SEMESTER CREDIT HOURS