

# GUIDED PATHWAY: ADMINISTRATIVE PROFESSIONAL ENHANCED SKILLS CERTIFICATE

## 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 the El Centro Campus.

This is an example course sequence for students interested in pursuing the Administrative Professional Enhanced Skills Certificate. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn an Administrative Professional Enhanced Skills certificate. Students must earn at least 25% of the credit hours required for graduation through instruction by Dallas College. See catalog for [official certificate requirements](#).

The BOSS degree program offers the Administrative Professional Enhanced Skills Certificate. This certificate is to provide students an opportunity to obtain certification as an IAAP Certified Administrative Professional. The IAAP (International Association of Administrative Professionals) Certified Administrative Professional (CAP) is an assessment-based professional certification for office management and business administrative professionals. It is the only recognized certification that encompasses the duties, responsibilities, and knowledge required of an administrative professional in the 21<sup>st</sup> Century. The student must complete the Business Office Systems and Support--Executive Assistant A.A.S. degree before pursuing this award. Upon completion of this enhanced skills certificate, students will be eligible to sit for the IAAP CAP certification exam. Courses that complete the Certificate are noted below.

Visit [www.ntxccc.org/pathways](http://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	2021-2022	You may use this pathway if you entered Dallas College on or before this date.
Degree Type	Enhanced Skills Certificate	
GPA Requirement	Student must earn a GPA of 2.0 or higher	
<a href="#">TSI</a>	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 certificate requirements](#).

### CERTIFICATE MINIMUM: 12 SEMESTER CREDIT HOURS

#### SEMESTER 1 Total Hours: 12

[BMGT 1309](#) – Information and Project Management  
[HRPO 2307](#) – Organizational Behavior  
[ACNT 1303](#) – Introduction to Accounting I  
[POFT 2331](#) – Administrative Project Solutions *Capstone experience for certificate.*

#### 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 career options and opportunities for job shadowing.
3. 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.
4. Meet with your advisor to apply for the Administrative Professional Enhanced Skills Certificate.
5. Sign up for commencement.
6. Join the [Alumni Network](#)!

**PATHWAY TOTAL: 12 SEMESTER CREDIT HOURS**