



Business Office Support Systems



Why should you consider working as an administrative professional?

It brings you into contact with company leaders, while offering challenging work and the ability to work in any field. Collin College's Business Office Support Systems (BOSS) program helps you learn all the skills you need to thrive in any office environment.

Careers in Business Office Support Systems Executive Administrative Assistants Average salary: \$63,200

Other careers include office manager, medical receptionist, accounting assistant, and marketing assistant.

*Data for Collin County obtained from JobsEQ and O*Net
Note: Average salary for occupation as of 2018 and job growth projected from 2019-2026*



Choose Your Education

Associate of Applied Science Degree - BOSS
(60 credit hours)

Certificate Level 1 Administrative Support Specialist
(24 credit hours)

Certificate Level 1 Software Application Specialist
(18 credit hours)

Certificate Level 1 Medical Office Support
(30 credit hours)

About Collin College's Program

Collin College's Business Office Support Systems (BOSS) program incorporates both the technical and behavioral aspects in general or medical fields. Students will learn skills, such as keyboarding, word processing, strategies in social media, proofreading and editing, records and information management, business correspondence and communications, database, presentation, spreadsheet software, office management, and office accounting.

Some of the courses required for this Associate of Applied Science (AAS) degree are also excellent preparation for the experienced secretary who plans to take the Certified Administrative Professional exam. The administrative assistant who has already passed the CAP exam may apply for academic credit from Collin College to be applied toward the AAS degree in Business Office Support Systems.

Learn more at

www.collin.edu/academics/programs/BOSS_1Overview.html

Collin College is an equal opportunity institution and provides educational and employment opportunities without discrimination on any basis protected by applicable law.

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