

## CAREER PROGRAMS

### Administrative Technology

#### Associate in Applied Science Degree: Executive Assistant

The 62 credit-hour curriculum emphasizes office technology, administrative duties, and communication skills. Two semesters of an internship experience highlight the program.

Graduates may be employed in any of a variety of organizations, including manufacturing firms, government agencies, insurance companies, service organizations, schools and colleges, banks, advertising agencies and airlines.

An orientation and planning session with the coordinator is recommended for each student. Detailed information will be sent upon request or upon application to the program.

#### FIRST YEAR

##### First Semester

ENG	130	Business Writing .....	3
OFC	104	Introduction to Administrative Technology .....	1
OFC	105	Administrative Human Relations.....	1
OFC	106	Administrative Time Management .....	1
OFC	107	Internet Applications .....	1
OFC	113	Computer Keyboarding/Production1 .....	3
OFC	133	Word Processing Software I.....	2
OFC	201	Advanced Features in Word Processing.....	2
OFC	203	Proofreading and Editing.....	2
			<u>16</u>

##### Second Semester

CIS	123	Spreadsheet/Budgeting for Micros.....	1
CIS	124	Advanced Spreadsheet for Micros .....	1
OFC	134	Word Processing Software II.....	2
OFC	202	Desktop Publishing Using Word Processing .....	2
OFC	220	Automated Office Procedures1 .....	4
OFC	227	Business Presentations .....	1
OFC	228	Records Control for the Office.....	1
OFC	229	Meeting and Conference Planning .....	1
SPE	101	Fundamentals of Speech Communication.....	3
			<u>16</u>

#### SECOND YEAR

##### First Semester

CAS	electives <sup>2</sup>	.....	5
MGT	111	Introduction to Business Organization.....	3
OFC	230	Executive Machine Transcription .....	2
OFC	237	Administrative Technology Internship I.....	3
OFC	247	Professional Development.....	2
			<u>15</u>

**Second Semester**

ECO elective <sup>3</sup> .....	3
Humanities elective.....	3
MTH elective <sup>4</sup> .....	3
OFC 238 Administrative Technology Internship II.....	3
Social Science elective.....	3
	<u>15</u>

<sup>1</sup> Placement into OFC 113 and OFC 220 is contingent upon previous training and consent of instructor.

<sup>2</sup> CAS electives: CAS 110, CAS 120, CAS 130, CAS 140, CAS 150, CAS 210, CAS 220.

<sup>3</sup> ECO elective: ECO 115, ECO 200.

<sup>4</sup> Students may take any mathematics course offered depending upon their test scores and the advice of a Student Development faculty member. MGT 150 is recommended.