

OFFICE ASSISTANT-EXECUTIVE

(AAS.AAEXE) ASSOCIATE IN APPLIED SCIENCE DEGREE

Students will be highly trained to work in a variety of offices performing administrative support responsibilities. They will complete coursework in Microsoft Office software, desktop publishing, web design, document formatting, management, and accounting. Students will also develop interpersonal and communication skills. The internship provides students with a realistic work experience.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR

First Semester		Hours
BUS-114	Advanced Formatting *	3.0
CIS-160	Practical Software Application	3.0
BUS-141	Business Communications	3.0
BUS-142	Introduction to Business	3.0
SFS-101	Strategies for Success OR	
HED ---	Health Elective OR	
PED ---	P.E. Elective	2.0
--- ---	Social Science Elective ^	3.0
SEMESTER TOTALS		17.0

Second Semester

BUS-061	Office Transcription * +++	3.0
BUS-115	Processing Information * +++	3.0
ENG-095	Business English	3.0
BUS-094	Business Math	3.0
CIS-093	Access	2.0
CIS-094	Excel	2.0
SEMESTER TOTALS		16.0

SECOND YEAR

First Semester		Hours
CIS-058	Specialized Software Applications	3.0
BUS-060	Automated Office Procedures	3.0
CIS-056	Advanced Software Applications *	3.0
BUS-095	Fundamentals of Accounting OR	
BUS-151	Financial Accounting *	3.0
CIS-099	Introduction to Web Technology	3.0
SEMESTER TOTALS		15.0

Second Semester

BUS-251	Principles of Management	3.0
PSY-271	Introduction to Psychology	3.0
BUS-079	Professional Development +++	3.0
BUS-081	Office Assistant Internship *	3.0
SEMESTER TOTALS		12.0

- * There are prerequisites, course requisites, or minimum placement test scores for this course.
- ** Electives must be approved by the Program Coordinator
- + Course only offered fall semester
- ++ Course only offered spring and summer semester
- +++ Course only offered spring semester
- ++++ Course offered in summer term only
- ^ SOS 050 Human Relations and PSY 271 Introduction to Psychology cannot be used as a social science elective
- ^^ Consult Academic Advisor for appropriate course
- ^^^ Course requires a 30-hour practicum experience in addition to classroom lecture hours
- ^^^^ ECE 120 and ECE 125 must be taken the same semester

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