



A.A.S. OFFICE ASSISTANT-EXECUTIVE
to
EASTERN ILLINOIS UNIVERSITY
ORGANIZATIONAL & PROFESSIONAL
DEVELOPMENT

FIRST YEAR

		Hours
First Semester		
BUS-114	Advanced Formatting *	3.0
BUS-123	Notetaking	4.0
BUS-142	Introduction to Business	3.0
CIS-160	Practical Software Application	3.0
ENG-095	Business English	3.0
SFS-101	Strategies for Success OR	
HED ---	Health Elective OR	
PED ---	P.E. Elective	2.0
	SEMESTER TOTAL	18.0

Second Semester

BUS-115	Processing Info *	3.0
BUS-094	Business Math	3.0
CIS-099	Web Page Design *	3.0
BUS-095	Fundamentals of Accounting OR	
BUS-151	Financial Accounting *	3.0
CIS-101	Internet Systems/Applications OR	
CIS-071	Introduction to Networking	2.0
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	SEMESTER TOTAL	17.0

SECOND YEAR

		Hours
First Semester		
CIS-056	Advanced Software Applications *	3.0
CIS-058	Specialized Software Apps	3.0
BUS-141	Business Communications *	3.0
COM-111	Introduction to Speech Communication	3.0
CIS-094	Excel OR	
BUS-065	Legal Terminology (Module)	1.0
BUS-061	Office Transcription *	2.0
CIS-093	Access *	2.0
	SEMESTER TOTAL	17.0

Second Semester

PSY-271	Introduction to Psychology	3.0
BUS-060	Automated Office Procedures (Module) *	3.0
BUS-079	Professional Development (Module)	3.0
BUS-081	Office Assistant Internship *	5.0
BUS-080	Office Professional Seminar	1.0
	SEMESTER TOTAL	15.0
	TOTAL PROGRAM HOURS	67.0

Notes: *Prerequisites

Eastern Illinois University Semester Hours=55

Total program semester hours = 128

Apply to Eastern Illinois University one year prior to enrollment

One general education course must be designated as culturally diverse

40 upper division hours are required for graduation. This can be met through general education, portfolio, or a combination.

General Education Math may have prerequisites or subject to math placement.

OPD majors are exempt from the foreign language requirement at Eastern

A 2.5 GPA (or special permission from the OPD Program Coordinator) is required for admission to EIU OPD program.

This is a suggested course sequence. Students must work with their advisor to develop a sequence plan that meets their scheduling needs. Summer classes can also reduce the load during the fall and spring semesters.