

DIPLOMA

EXECUTIVE ASSISTANT

This program prepares graduates for a variety of employment opportunities in business and industry. Superior office skills are stressed. The sequence of major offerings starts summer and fall quarters only.

Curriculum:

72 Credit Hours

Length: 1 Year

Technical and Basic Requirements:

42 Credit Hours

- DP117 Database Applications/3
- DP144 Developing Business Presentations/3
- DP150 Spreadsheet Applications/3
- KY146 Keyboarding I/5
- KY147 Keyboarding II/5
- OP149 Records Management/3
- OP252 Machine Transcription/3
- OP256 Word Language Specialist/3
- OP260 Workplace Technologies/3
- OP270 Office System and Procedures/5
- WP138 Introduction to Word Processing Applications/3
- WP267 Advanced Word Processing Applications/3

General Education Requirements:

21 Credit Hours

- CO179 Introduction to Human Communication/3
- EN180 Composition I/5
- EN200 Composition II/5
- PY177 Introduction to Psychology/3
- UN100 First Year Experience/1
- UN220 Introduction to Diversity Issues/3
- UN292 Portfolio Capstone/1

Specialized Electives:

9 Credit Hours

Choose courses at the 100 or 200 level that are not required in your program.