



EXECUTIVE ASSISTANT

This program prepares graduates for a variety of employment opportunities in business and industry. Superior office skills are stressed.

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 Advanced Composition/5
PY177 Introduction to Psychology/3
SO220 Cultural Diversity in the United States/3
UN070 Success Strategies/1
UN292 Portfolio Capstone/1

Specialized Electives:

9 Credit Hours

Specialized electives may be any courses not required in the major.