EXECUTIVE OFFICE PROFESSIONAL ASSOCIATE IN APPLIED SCIENCE DEGREE (EOP D269)

✓ FCC	(LTC)	OCC	WVC
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The Executive Office Professional degree and associated certificate program prepares students for employment as administrative assistants, office support professionals, and receptionists. The programs also prepare students to produce business communications, use technologically advanced equipment, manage records, manage projects, plan meetings, and develop skills in software applications including word processing, databases, spreadsheets, and presentations.

<u>First</u>	Semest	er Credit Hou	<u>rs 15</u>	Third Semes	ter Credit Hou	ırs 19
ВОС	1201	Beginning Keyboarding OR	V3	ACC 1101	Applied Accounting	4
		Keyboarding Elective		BMG 2204	Human Resource Management	3
BOC	1211	Professional Office Procedures	3	BUS 2201	Principles of Management OR	
BUS	1101	Introduction to Business	3	BUS 2203	Office Management	3
CIS	1101	Intro to Computers & Their		CIS 1275	Power Point	V3
		Applications OR	V3	DAP 2265	Desktop Publishing I	3
		Computer Elective		SPE 1101	Fundamentals of Effective	
ENG	1111	Composition I ¹ OR			Speaking ¹ OR	
		English Gen Ed Elective ¹	3	SPE 1111	Interpersonal Communications ¹	3
<u>Seco</u>	nd Sem	ester Credit Hou	rs 17	Fourth Seme	ester Credit Hou	ırs 16
<u>Seco</u> BUS	nd Sem 2202	ester Credit Hou Records Management	<u>rs 17</u> 3	Fourth Seme BMK 2101	ester Credit Hou Principles of Marketing	irs 16 3
BUS	2202	Records Management	3	BMK 2101	Principles of Marketing	3
BUS CIS	2202 1209	Records Management Outlook	3 2	BMK 2101 BOC 2211	Principles of Marketing Office Internship I	3 V3
BUS CIS CIS	2202 1209 1278 2202	Records Management Outlook Spreadsheet	3 2 V3	BMK 2101 BOC 2211 GEN 2297	Principles of Marketing Office Internship I Employment Skills ¹	3 V3 V3
BUS CIS CIS DAP	2202 1209 1278 2202 1202	Records Management Outlook Spreadsheet Word Processing I	3 2 V3	BMK 2101 BOC 2211 GEN 2297	Principles of Marketing Office Internship I Employment Skills ¹ Technical Mathematics ¹ OR	3 V3 V3
BUS CIS CIS DAP ENG	2202 1209 1278 2202 1202	Records Management Outlook Spreadsheet Word Processing I Business Correspondence OR	3 2 V3 3	BMK 2101 BOC 2211 GEN 2297	Principles of Marketing Office Internship I Employment Skills ¹ Technical Mathematics ¹ OR College Level Math ¹ General Education Elective ¹	3 V3 V3 V4
BUS CIS CIS DAP ENG	2202 1209 1278 2202 1202	Records Management Outlook Spreadsheet Word Processing I Business Correspondence OR Business Communications	3 2 V3 3	BMK 2101 BOC 2211 GEN 2297 MTH 1201	Principles of Marketing Office Internship I Employment Skills ¹ Technical Mathematics ¹ OR College Level Math ¹ General Education Elective ¹	3 V3 V3 V4
BUS CIS CIS DAP ENG	2202 1209 1278 2202 1202	Records Management Outlook Spreadsheet Word Processing I Business Correspondence OR Business Communications	3 2 V3 3	BMK 2101 BOC 2211 GEN 2297 MTH 1201 Total Credits General Edu	Principles of Marketing Office Internship I Employment Skills ¹ Technical Mathematics ¹ OR College Level Math ¹ General Education Elective ¹	3 V3 V3 V4

OFFICE ASSISTANT CERTIFICATE (EOP C268)

requirement.

First Ser	meste	er Credit Hou	ırs 15	Seco	nd Sem	ester Credit Ho	urs 17
BOC 12	201	Beginning Keyboarding OR	V3	BUS	2202	Records Management	3
		Keyboarding Elective		CIS	1209	Outlook	2
BOC 12	211	Professional Office Procedures	3	CIS	1278	Spreadsheet	V3
BUS 11	101	Introduction to Business	3	DAP	2202	Word Processing I	3
CIS 11	101	Intro to Computers & Their		ENG	1202	Business Correspondence OR	
		Applications OR	V3	ВОС	2250	Business Communications	3
		Computer Elective				Social Science Gen Ed Elective	<u>3</u>
ENG 11	111	Composition I OR		Total	Credits		32
		English Gen Ed Elective	3	iotai	Cieuits		<u> 32</u>