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

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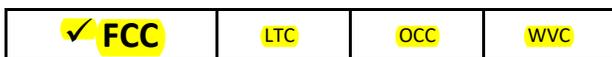
The Executive Office Professional degree and associated certificate program prepares students for employment as administrative assistants, office support professionals, and receptionists. The programs also prepare students to produce business communications, use technologically advanced equipment, manage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

First Semester — Credit Hours 15

BOC	1201	Beginning Keyboarding **OR** Keyboarding Elective	V3
BOC	1211	Professional Office Procedures	3
BUS	1101	Introduction to Business	3
CIS	1101	Intro to Computers & Their Applications **OR** Computer Elective	V3
ENG	1111	Composition I[1] **OR** English Gen Ed Elective[1]	3

Second Semester — Credit Hours 17

BUS	2202	Records Management	3
CIS	1209	Outlook	2
CIS	1278	Spreadsheet	V3
DAP	2202	Word Processing I	3
ENG	1202	Business Correspondence **OR**	
BOC	2250	Business Communications	3
		Social Science Gen Ed Elective[1]*	3

Third Semester — Credit Hours 19

ACC	1101	Applied Accounting	4
BMG	2204	Human Resource Management	3
BUS	2201	Principles of Management **OR**	
BUS	2203	Office Management	3
CIS	1275	Power Point	V3
DAP	2265	Desktop Publishing I	3
SPE	1101	Fundamentals of Effective Speaking[1] **OR**	
SPE	1111	Interpersonal Communications[1]	3

Fourth Semester — Credit Hours 16

BMK	2101	Principles of Marketing	3
BOC	2211	Office Internship I	V3
GEN	2297	Employment Skills[1]	V3
MTH	1201	Technical Mathematics[1] **OR** College Level Math[1]	V4
		General Education Elective[1]	3

Total Credits — 67

[1]General Education Hours (19)
*Course must satisfy the IECC human diversity requirement.

OFFICE ASSISTANT CERTIFICATE (EOP C268)

First Semester — Credit Hours 15

BOC	1201	Beginning Keyboarding **OR** Keyboarding Elective	V3
BOC	1211	Professional Office Procedures	3
BUS	1101	Introduction to Business	3
CIS	1101	Intro to Computers & Their Applications **OR** Computer Elective	V3
ENG	1111	Composition I **OR** English Gen Ed Elective	3

Second Semester — Credit Hours 17

BUS	2202	Records Management	3
CIS	1209	Outlook	2
CIS	1278	Spreadsheet	V3
DAP	2202	Word Processing I	3
ENG	1202	Business Correspondence **OR**	
BOC	2250	Business Communications	3
		Social Science Gen Ed Elective	3

Total Credits — 32