



Associate in Science

Business Office Technology: Executive Assistant (EB18) 2015-2016 Catalog

This program provides students with the skills necessary to excel in an office environment. Students become proficient in keyboarding, word processing, office procedures, office management skills, interpersonal skills, and customer service or help desk orientation as well as decision-making and problem-solving techniques. Students are encouraged to develop individual areas of interest through elective courses and through part-time and summer employment.

Outcomes:

- Read, understand, and prepare standard types of documents with speed and accuracy.
- Compose business documents that are clear, concise, complete, and courteous.
- Possess appropriate skills in the following software applications: operating system, word processing, spreadsheet, database management, integrated office applications, presentation graphics and other software appropriate for the office environment.
- Employ appropriate administrative office procedures and office management decision-making and problem-solving skills and techniques.
- Apply communication skills related to the occupation, including, but not limited to, reading, writing, listening, verbal, and nonverbal communication.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101	Composition	3
¹ Mathematics	Elective	3-4
ACC* E113	Principles of Financial Accounting	3
BOT* E111	Keyboarding for Information Processing I	3
Humanities	Elective	3
ENG* E102	Literature & Composition	3
Science	Elective	3-4
CSA* E106	Introduction to Computer Applications	4
BOT* E137	Word Processing Applications	3
Fine Arts	Elective	3

Sophomore Year

² Business (restricted)	Elective	3
ECN* E101	Principles of Macro-Economics	3
<i>OR</i>		
ECN* E102	Principles of Micro-Economics	
BBG* E231	Business Law I	3
⁴ Business	Elective	3
³ Business	Elective	3
BOT* E260	Administrative Management	3
<i>OR</i>		
BMG* E210	Organizational Behavior	
BOT* E251	Administrative Procedures	3
BBG* E210	Business Communication	3
³ Business	Elective	3
Behavioral Science	Elective	3

Total Credits:

61-62

¹ MAT* E075 and MAT* E095 not acceptable. MAT* E103 is preferred if going to a 4-year school, see your BOT Academic Advisor.

² Restricted Elective: BOT* E216, BOT* E218, or CSA* E220

³ Approval of BOT advisor required. Business Electives: ACC, BBG, BES, BMG, BMK, BOT, CSA, CSC, CST. alternate ECN

⁴ Restricted to BBG, BMK, BMG, or BFN course.

Note: A minimum of 15 credits must be taken in 200-level courses.