

OFFICE TECHNOLOGY

Executive Business Assistant Associate of Applied Science

PROGRAM MISSION

The Executive Business Assistant Program prepares students by creating a foundation of knowledge and skills in the office environment.

PROGRAM DESCRIPTION

The two-year Executive Business Assistant degree is designed to prepare students for office functions such as office reception, communication, documentation, accounting, managing documents, social media marketing, and other office functions.

PROGRAM OUTCOMES

Students who successfully complete the Associate of Applied Science degree in Executive Business Assistant will:

1. Demonstrate professional skills that lead to success within the office workplace
2. Demonstrate effective oral and written communication skills
3. Apply critical thinking and decision-making skills
4. Distinguish the importance of an ethical work environment
5. Apply information and technology tools relevant to the profession

CAREER CONSIDERATIONS

Business office positions, assistant to a manager or supervisor, office manager assistant, business manager assistant, patient relations manager assistant, and other office assistant focused careers.

PROGRAM COURSE REQUIREMENTS

Year One

BA 101	Introduction to Business	4
BA 116	Principles of Financial Services	4
BA 165	Customer Service	3
BA 180	Business Math I	3
CIS 120	Intro to Computer Information Systems	4
CIS 125S	Computer Applications – Spreadsheets	3
CIS 125W	Computer Applications – Word Processing	3
OA 115	Administrative Office Professional	3
OA 116	Records Management	2
OA 123	Formatting	4
OA 124A	Keyboarding Skill Enhancement	3
OA 128	Editing for Business	3
OA 131	Ten-Key Calculator	1
WR 115 (or higher)	English Composition: Intro to Expository Writing	4

Choose One:

BA 250	Managing a Small Business	3
SDP 109	Elements of Supervision	3

Year Two

BA 151 ¹	Practical Accounting I	4
BA 152 ¹	Practical Accounting II	3
BA 214	Business Communications*	3
BA 218	Personal Finance	3
BA 226	Business Law	4
BA 253	Social Media Marketing*	3
BA 280C	Cooperative Work Experience: Management	6
CIS 125D	Computer Applications – Database	3
CIS 125E	Computer Applications – Email	2
CIS 125R	Computer Applications – Presentation Software	2
CWE 161	CWE Seminar I	1
OA 225	Document Processing*	3
OA 245	Office Administration	1
OA 250	General Office Procedures*	3
OA 260	Principles of Office Management	3

*A grade of C or better must be attained in the courses indicated.

Total Credits 91

Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to a student's selection of courses.

¹ BA211 and BA212 can be taken and substituted for the BA151 and BA152. Please see the department chair for assistance.

With carefully planning, students may be able to earn other certificates: Office Assistant, Microsoft Technologist and Financial Services.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

Recommended:

- Although there is not a formal application or acceptance process for this program, students should be advised that many businesses do thorough background checks and drug screens prior to employment, including cooperative work experience placements. If starting the program outside of fall term, students should work closely with the advisor when planning their schedule.