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## Executive Office Administration

**Objective:** This program is designed to prepare the graduate for office duties in careers that require a high degree of initiative and offer opportunities for career advancement. The graduate will be equipped with skills to fill administrative assistant, secretarial, general office, and office assistant positions. Skills attained in the program include advanced computer applications, desktop publishing, graphics and presentations, in addition to other professional and technical skills necessary to function effectively in today's office. A 50-hour internship is included. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

The student is prepared for two Microsoft Office Specialist (MCAS) certifications: Word and Excel. Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus Prometric/VUE Testing Center.

Note: All units in this program are transferable to the Specialized Associate Degree – Administrative Specialist program.

**Expected Educational Outcomes:** Upon completing the Executive Office Administration program, students will have demonstrated:

1. A working knowledge of computer programs used in the modern executive office including word processing, spreadsheets, desktop publishing, presentation, and integrated packages.
2. Competence in using language arts to write and/or produce mailable documents and correspondence.
3. The ability to use office procedures, bookkeeping, planning, presentation, critical thinking, and management skills in the executive office.
4. An understanding of ethical and professional practices and appropriate business etiquette of the executive office.

**Diploma** awarded upon successful completion of all graduation requirements.

## Executive Office Administration

### Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units	Class No.	Class Title	Hours	Qtr. Units
AC160A	Fundamentals of Accounting IA	25	2.5	EN300A	Business Correspondence I	25	1.0
AC16LA	Fundamentals of Accounting IA Lab	25	1.0	EN300B	Business Correspondence II	25	1.0
AC160B	Fundamentals of Accounting IB	25	2.5	EN303A	Management Communications I	25	2.5
AC16LB	Fundamentals of Accounting IB Lab	25	1.0	EN303B	Management Communications II	25	2.5
BM141	Math Review	25	1.0	GB101	Career Transitions	25	2.5
BM142	Business Math	25	2.5	GB132A	Dynamics of the Office Professional	25	2.5
BM195A	10-Key Keypad	25	1.0	GB132B	Records Management	25	2.5
CM050A	Introduction to the Internet	25	1.0	GB132C	Professional Office Communications	25	2.5
CM100	Computer Literacy	25	2.5	GB200A	Human Relations I	25	2.5
CM127A	Beginning Keyboarding	25	1.0	LG130A	Business Law I	25	2.5
CM127B	Introduction to Microsoft Word I	25	1.0	LG130B	Business Law II	25	2.5
CM127C	Introduction to Microsoft Word II	25	1.0	LG130C	Business Law III	25	2.5
CM144A	Beginning MS Word	25	1.0	LG130D	Business Law IV	25	2.5
CM144B	Intermediate MS Word	25	1.0	MN230A	Business Meeting and Travel Planning	25	2.5
CM166A	Beginning Excel	25	1.0	MN230B	Finance Basics for the Office Professional	25	2.5
CM185A	QuickBooks Pro I	25	1.0	MN230C	Career Planning and Advancement	25	2.5
CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0	MN330A	Professional Development I- Internship	25	0.5
CM192B	Microsoft Office Professional: An Overview of Access and PowerPoint	25	1.0	MN330B	Professional Development II- Internship	25	0.5
CM310A	Advanced Office: Word and Excel	25	1.0	MN330C	Professional Development III- Internship	25	0.5
CM310B	Advanced Office: Access and PowerPoint	25	1.0	MN330D	Professional Development IV- Internship	25	0.5
CM310C	Post-Advanced Office: Word and Excel	25	1.0	MN331	Office Administration Project	25	1.0
CM310D	Post-Advanced Office: Access and PowerPoint	25	1.0	TY225A	Keyboarding Speed Development I	25	1.0
CM320A	Word Certification Preparation	25	1.0		Total:	1250	81.0
CM320B	Excel Certification Preparation	25	1.0		Total Weeks/Quarters		
EN100A	Business English IA - Grammar	25	2.5		Daytime:	50/5	
EN100B	Business English IB - Grammar	25	2.5		Evening:	75/5	
EN200A	Business English IIA - Punctuation	25	2.5		<b>Keyboarding Speed Requirement: 50 NWPM</b>		
EN200B	Business English IIB - Punctuation	25	2.5				