



Executive Administrative Assistant

Program: Office Administration

Program Code:

OF_OFA

Academic Area:

Business and Experiential Education

Type:

Associate in Science

Campus:

Fall River

CIP Code:

52.0402

Program Goals Statement

This program prepares students for careers as office professionals in a variety of businesses such as government offices, manufacturing firms, insurance companies, retail, real estate, corporate offices, banks, and educational institutions. The executive administrative assistant combines organizational and people skills with an expertise in information processing and office technology.

Related Programs

Administrative Assistant Certificate, Office Support Certificate, Office Technology Management Certificate

Program Information

- Transfer credit for any course in the Office Administration Department must be approved by the Office Administration Department Chairperson.
- Students wishing to receive PEL credit for an OFC course must follow the PEL procedures provided in the Academic Information section of this catalog. The student must initiate the process with the Office Administration department chair.
- OFC 102 or a demonstrated keyboarding speed of 20 wpm based on a three-minute timing administered by the Office Administration department chair is a prerequisite for OFC 113 and OFC 117.

Recommendations

- In addition to the requirements of this program, it is recommended that students enroll in CED 210 - Cooperative Work Experience after completion of the OFC courses listed in the program. Students may gain valuable work experience by enrolling in CED 210 which places students in office positions related to their academic program.
- Take any developmental courses needed prior to enrolling in ENG 101.



After Bristol

- Students have gone on to become administrative assistants and office managers in all types of offices and corporations.
- Graduates have gone on to become teachers in the field.
- This program is designed for students who plan to enter the workforce immediately.

Infused General Education Competencies

First-Year Experience

Degree Requirements

General Courses

Course #	Title	Credits
ACC 114	Introduction to QuickBooks Pro	1
BUS 111	Business and Financial Mathematics	3
COM 160	Intercultural Communication	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
SOC 212	The Sociology of Social Problems	3

Elective Courses

Course #	Title	Credits
	Scientific Reasoning and Discovery Elective	3-4



Program-Courses

Course #	Title	Credits
OFC 113	Introduction to Microsoft Word	4
OFC 117	Introduction to Computers and Software Applications	3
OFC 120	Text Editing	3
OFC 150	Speech Recognition	3
OFC 214	Advanced Microsoft Word	3
OFC 215	Records Management	3
OFC 255	Executive Office Procedures	3
OFC 260	Business Writing and Communication	3
OFC 262	Desktop Publishing Projects and Web Design	3
OFC 266	Administrative Office Management	3
OFC 268	Media and Technology Tools	4
OFC 294	Office Administration Colloquium	3
PRM 101	Foundations of Project Management	3

Recommended Course Sequence - Semester 1

Course #	Title	Credits
OFC 113	Introduction to Microsoft Word	4
OFC 117	Introduction to Computers and Software Applications	3
OFC 120	Text Editing	3
OFC 150	Speech Recognition	3

Recommended Course Sequence - Semester 2

Course #	Title	Credits
OFC 214	Advanced Microsoft Word	3
OFC 215	Records Management	3
OFC 266	Administrative Office Management	3
ENG 101	Composition I: College Writing	3
ACC 114	Introduction to QuickBooks Pro	1

Recommended Course Sequence - Semester 3

Course #	Title	Credits
OFC 255	Executive Office Procedures	3
OFC 262	Desktop Publishing Projects and Web Design	3
OFC 260	Business Writing and Communication	3
ENG 102	Composition II: Writing about Literature	3
BUS 111	Business and Financial Mathematics	3



Recommended Course Sequence - Semester 4

Course #	Title	Credits
OFC 268	Media and Technology Tools	4
OFC 294	Office Administration Colloquium	3
PRM 101	Foundations of Project Management	3
COM 160	Intercultural Communication	3
SOC 212	The Sociology of Social Problems	3
	Scientific Reasoning and Discovery Elective	3-4
	Total credits:	60-61

Category Descriptions

Scientific Reasoning and Discovery Elective

Credits: 3-4

Choose one Scientific Reasoning and Discovery elective.