



## Office Administration/Executive Administrative Assistant Career

### 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



**Subject:** Office Administration

**Type:** Associate Degree

## Campus

**Campus:**

Fall River

Item #

Title

Credits

## General Courses

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
ACC 114	Introduction to QuickBooks Pro	1
BUS 111	Business and Financial Mathematics	3
COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3
SOC 212	The Sociology of Social Problems	3

## Elective Courses

See General Education Competency Courses - Scientific Reasoning and Discovery (p. ) for course listings

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
	Science Elective	3-4



## Program-Courses

OFC 102: (May be waived by previous course or passing a keyboarding test administered by the Office Administration department chair.)

Item #	Title	Credits
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
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	Writing Skills for the Administrative Assistant	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

Item #	Title	Credits
ACC 114	Introduction to QuickBooks Pro	1
ENG 101	Composition I: College Writing	3
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Computers and Software Applications	3
SOC 212	The Sociology of Social Problems	3

## Recommended Course Sequence - Semester 2

Item #	Title	Credits
ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3
OFC 120	Text Editing	3
OFC 150	Speech Recognition	3
OFC 214	Advanced Microsoft Word	3



## Recommended Course Sequence - Semester 3

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
BUS 111	Business and Financial Mathematics	3
OFC 215	Records Management	3
OFC 255	Executive Office Procedures	3
OFC 266	Administrative Office Management	3
COM 101	Fundamentals of Public Speaking	3

## Recommended Course Sequence - Semester 4

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
OFC 268	Media and Technology Tools	4
OFC 260	Writing Skills for the Administrative Assistant	3
OFC 262	Desktop Publishing Projects and Web Design	3
OFC 294	Office Administration Colloquium	3
PRM 101	Foundations of Project Management	3
<b>Total credits:</b>		<b>63-64</b>