

Office Administration-Executive (EXS)
January 2015 Start

40 wpm		
Semester 1	Course Name	Hrs/Wk
BMA101*	Business Math Applications	3
or		
BMA102	Mathematics of Personal Finance	3
BCM111	Business Communications	4
DPW111	Introduction to Document Production	5
EAC150	College English	3
ICP111	Intro. to Computers and Presentation Software	3
OPR111	Office Procedures	5
		23

50 wpm		
Semester 2	Course Name	Hrs/Wk
ACI311	Introductory Accounting	4
DBA311	Database Software	4
DPW311	Intermediate Document Production	6
SDE311	Spreadsheet Software	4
TRT311	Transcription Techniques	3
XXXXXX	General Education Option-English Literature Prerequisite: EAC 150	3
		24

60 wpm		
Semester 3	Course Name	Hrs/Wk
ACS511	Accounting Software	5
CLJ501	Composition and Research	3
DPW511	Executive Document Production	5
EFP501	Field Placement - Executive	
EOP511	Executive Office Procedures	4
IHR511	Introductory Human Resources	3
SWI511	Software Integration	4
XXXXXX	General Education Option-Liberal Option	3
		27

Revised: November 2014