

Executive Administrative Assistant (EAD)

First Year

		Fall	Spring
		Cr	Cr
CMP101	Composition 1	3	
LA-ELECTIVE	1 Liberal Arts Elective(s)	3	
OFT101	2 Keyboarding and Word Processing	3	
OFT114	Business Communications	3	
OPN-ELECTIVE	Open Elective	3	
ACC105	Accounting Essentials		2
ACC110	Small Business Computerized Accounting		1
CMP102-150	Composition 2 Elective		3
LA-ELECTIVE	Liberal Arts Elective		3
OFT102	Advanced Keyboarding and Word Processing		3
OFT222	Spreadsheets and Presentation Graphics		3
Total Semester Credits:		15	15

Second Year

		Fall	Spring
		Cr	Cr
LA-ELECTIVE	Liberal Arts Elective	3	
OFT212	Administrative Office Procedures	3	
OFT226	Database and Calendar Management	3	
OPN-ELECTIVE	Open Elective(s)	3	
SPE102	Speech		
or SPE104	Small Group Communication	3	
COP202	3 Cooperative Education/Internship		3
LA-ELECTIVE	Liberal Arts Elective(s)		3
OFT209	Information Transcription		3
OFT240	Administrative Office Management		3
OFT252	Integrated Office Applications		3
Total Semester Credits:		15	15

Total Program Credits: 60

Requirement Notes

- 1 Students who are not computer literate are encouraged to select CPS100.
- 2 Students who touch type 35 wpm or more and have knowledge of Microsoft Word 2010 may waive OFT 101 and register for OFT 102. The credits for OFT 101 may be fulfilled with a 3-credit open elective.
- 3 Students may be eligible for COP202 exemption. Please see the COP202 Coop Ed/Internship Exemption Form found on the Academic Program Web page for details. If exemption is approved, student must complete a 3-credit open elective.

Program Information

- Communication and Mathematics proficiency required to graduate.
- See guided pathway sheets for advising information specific to your area of focus.

Additional Information

Please visit www.northshore.edu/academics/programs for more information about this Program of Study.