



NSCC Guided Pathway

2021-22

Executive Administrative Assistant (EXD) – Business and Administration Pathway Associate in Applied Science • Career & Technical Education and Business Division

Recommended Course Selection Sequence		Required	Credits	Course Offered	CPL Option	Completion
OFT101	Keyboarding and Word Processing	Ⓡ	3	Fall only	X	<input type="checkbox"/>
OFT114	Business Communications	Ⓡ	3			<input type="checkbox"/>
CMP101	Composition 1	Ⓡ	3		X	<input type="checkbox"/>
	Liberal Arts Elective	Ⓡ	3		X	<input type="checkbox"/>
	Open Elective	Ⓡ	3		X	<input type="checkbox"/>
OFT102	Advanced Keyboarding and Word Processing	Ⓡ	3	Spring only	X	<input type="checkbox"/>
CMP102-150	Composition 2 Elective	Ⓡ	3		X	<input type="checkbox"/>
OFT222	Spreadsheets and Presentation Graphics	Ⓡ	3	Spring only	X	<input type="checkbox"/>
OFT209	Information Transcription	Ⓡ	3	Spring only		<input type="checkbox"/>
	Open Elective	Ⓡ	3		X	<input type="checkbox"/>
ACC101 or ACC105 (Online only) and ACC110 (Online only)	Accounting 1	Ⓡ	3			<input type="checkbox"/>
OFT212	Administrative Office Procedures	Ⓡ	3	Fall only	X	<input type="checkbox"/>
OFT226	Database and Calendar Management	Ⓡ	3	Fall only	X	<input type="checkbox"/>
	Open Elective	Ⓡ	3		X	<input type="checkbox"/>
PRO100	Introduction to the Professional Portfolio	Ⓡ	1			<input type="checkbox"/>
SPE102	Speech	Ⓡ	3		X	<input type="checkbox"/>
OFT240	Administrative Office Management	Ⓡ	3	Spring only		<input type="checkbox"/>
OFT252	Integrated Office Applications	Ⓡ	3	Spring only		<input type="checkbox"/>
	Liberal Arts Elective	Ⓡ	3		X	<input type="checkbox"/>
	Open Elective	Ⓡ	3		X	<input type="checkbox"/>
ITR200	Internship	Ⓡ	2			<input type="checkbox"/>
Total Program Credits:			60			

Liberal Arts Elective: Recommend SPE202 or SOC208

Program Notes

- Open admissions
- Eligible North Shore Promise program
- Day program
- Students who can type 35 wpm or more and have knowledge of Microsoft Word 2010 may waive OFT101 and register for OFT102. The OFT101 credits must be fulfilled by 3 credits of open electives.
- Students wishing to pursue a career in a legal office may choose from the following open electives:
 - BUS102 Business Law
 - PLG101 Introduction to Law and Paralegal Practice
 - PLG104 Basic Criminal Law and Procedure
 - PLG108 Real Estate Law
 - PLG205 Computer Applications for the Law Office

Campus Information

- Lynn campus based

Additional Graduation Requirements

- Cumulative CLGPA at or above 2.0
- Submit your intent to graduate form at: www.northshore.edu/registrar

Advising Notes

- This degree is designed upon completion to prepare a student for employment as an administrative assistant.
- Courses are listed in the recommended order you should take them.
- Many courses have prerequisite requirements that must be fulfilled to be eligible to enroll in the course.
- If you intend to graduate with an associate degree in two years, you should enroll in at least 15 credits if taking only fall/spring courses.
- Completing 30 credits each year helps students stay on track to timely graduation.
- Taking classes in the winter intersession and summer can accelerate your time to degree completion.
- All student degree audits for graduation purposes will be based off the official program of study the student is enrolled in.

- Ⓡ Required course for degree
- X Center for Alternative Studies & Educational Testing (CAS) – Course competencies and prerequisites may be fulfilled through Credit for Prior Learning (CPL). Visit www.northshore.edu/cas for more information.



Congratulations NSCC Graduate!