EXECUTIVE ASSISTANT, A.A.S.

The Office Technology Information program prepares students by developing and enhancing their skills using current technologies in today's office. Courses required are designed for student with some related office experience or for students preparing to return to the workforce. The degree prepares students to assist executives through general office procedures and overall organization in an office environment. The **Executive Assistant degree** requires 64 credits in program requirements and general education in the courses listed below.

For more information about Office Technology Information, please visit the program page (http://www.cod.edu/ofti/).

Degree Requirements

Field of Study Code: OFTI.AAS.EXEC

Code	Title	Credits
Program Requirements		
OFTI 1130	Business Correspondence	3
OFTI 1200	Microsoft 365 for Business Professionals	3
OFTI 1203	E-Mail and Electronic Communication	3
OFTI 1210	Word Processing I	3
OFTI 1215	Advanced Word Processing/ Desktop Publishing	3
OFTI 1250	Electronic Presentations for Business Professionals	3
OFTI 2500	Professional Office Capstone	3
OFTI 2600	Professional Development	3
ACCOU 2140	Financial Accounting	4
BUSIN 2200	Small Business Budgeting & Finance	3
BUSIN 1100	Introduction to Business	3
BUSLW 2211	Business Law I	3
CIS 1221	Data Analysis with Spreadsheets	3
MANAG 2210	Principles of Management	3
MANAG 2220	Organizational Behavior	3
General Education		
Select 18 credits [1]		18
Total Credits		**64**

[1] In addition to the courses listed above.

General Education Requirements

For general education requirements for the A.A.S. degree, please visit the A.A.S. degree catalog page (https://catalog.cod.edu/associate-degree-programs/associate-applied-science-degree/).