

Office Assistant Certificate C268

Course #	Class Title	Credit Hrs
First Semester		
BOC 1201	Beginning Keyboarding	OR
	Keyboarding Elective	3
BOC 1211	Professional Office Procedures	3
BUS 1101	Intro to Business	3
CIS 1101	Intro to Computers & their Apps	OR
	Computer Elective	3
ENG 1111	Composition I	OR
	English Gen Ed Elective	3
Second Semester		
BUS 2202	Records Management	3
CIS 1209	Outlook	2
CIS 1278	Spreadsheet	3
DAP 2202	Word Processing I	3
ENG 1202	Business Correspondence	OR
BOC 2250	Business Communications	3
	Social Science Gen Ed Elective	3

ABOUT FCC

Established in 1976, Frontier Community College is a 55-acre campus located in Fairfield, Illinois. FCC serves Wayne, Clay, Edwards, Lawrence, and Jasper Counties. FCC offers quality education at an affordable rate, with small class sizes and customized student support.

Prepare yourself for the rapidly-growing workforce by enrolling in a CTE program at Frontier Community College, which was ranked a Top 25 Two-Year Trade School in America (*Forbes*, 2018).

Students will learn from qualified and experienced instructors, and the latest tools and technology will be incorporated into the classroom. Internships also allow students to gain hands-on, real-world experience.



FRONTIER COMMUNITY COLLEGE

Our mission:

Deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

For more information:

Phone: 618-842-3711
Toll Free: 877-464-3687

2 Frontier Drive
Fairfield, IL 62837

For class listings and course curriculum for all programs, check out FCC online:

www.iecc.edu/fcc

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EXECUTIVE OFFICE PROFESSIONAL



**FRONTIER
COMMUNITY COLLEGE**
FAIRFIELD, IL





Fundamentals

Careers

Curriculum

67-Credit Hour Degree: D269

The Executive Office Professional degree and associated certificate program prepare students to produce business communications, use technologically advanced equipment, manage records, manage projects, and develop skills in word processing, desktop publishing, spreadsheets, and presentations.

Graduates will be prepared for employment as Administrative Assistants, Office Support Professionals, Receptionists, Clerical Associates, and much more. Many businesses need office professional staff, making employment opportunities numerous.

Course #	Class Title	Credit Hrs	Course #	Class Title	Credit Hrs
First Semester			First Semester		
BOC 1201	Beginning Keyboarding	OR 3	ACC 1101	Applied Accounting	4
BOC 1211	Keyboarding Elective	3	BMG 2204	Human Resource Management	3
BUS 1101	Professional Office Procedures	3	BUS 2201	Principles of Management	OR 3
CIS 1101	Intro to Business	3	BUS 2203	Office Management	3
ENG 1111	Intro to Computers & their Apps.	OR 3	CIS 1275	Power Point	3
	Computer Elective	3	DAP 2265	Desktop Publishing I	3
	Composition I	OR 3	SPE 1101	Fund. of Effective Speaking	OR 3
	English Gen Ed Elective	3	SPE 1111	Interpersonal Communications	3
Second Semester			Second Semester		
BUS 2202	Records Management	3	BMK 2101	Principles of Marketing	3
CIS 1209	Outlook	2	BOC 2211	Office Internship I	3
CIS 1278	Spreadsheet	3	GEN 2297	Employment Skills	3
DAP 2202	Word Processing I	3	MTH 1201	Technical Mathematics	OR 3
ENG 1202	Business Correspondence	OR 3		College Level Math	
BOC 2250	Business Communications	3		General Education Elective	4
	Social Science Gen Ed Elective	3			