

PROFESSIONAL STUDIES, EXECUTIVE ADMINISTRATIVE ASSISTANT - ASSOCIATE IN SCIENCE DEGREE



ADAD

The Executive Administrative Assistant Degree Program is currently suspended and not accepting new students.

The Executive Administrative Assistant concentration prepares students for careers such as executive assistant, administrative assistant, or administrative office manager. Students who successfully complete the program have a background in Microsoft Office applications, administrative office procedures, customer service skills, and parliamentary procedures. Career opportunities for the graduates of this program are expected to remain constant.

The program trains students to perform a variety of tasks encountered by the executive administrative assistant involving decision-making, accepting responsibility, and managing an office.

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Requirements

Code	Title	Hours
General Education Requirements		
ENGL 1010	Composition I (or ENGL 1010A)	3
ENGL 1410	Business Writing	3
ENGL 2100	Technical Writing	3
MATH 1005	Business Mathematics	3
PSYC 1030	Psychology of Personal Adjustment	3
SOCS 1010	General Sociology	3
Social Science Elective (https://catalog.ccri.edu/academic-information/general-education/course-attributes/#sscigened/)		3
Subtotal		21
Major Requirements		
ADAS 2410	Introduction to Parliamentary Procedures	3
ADAS 2420	Customer Service Skills	3
ADAS 2570	Administrative Office Management	3
ADAS 2580	Office Administration Cooperative Education I	3
BUSN 1000	Workplace Relationships	3
BUSN 1010	Introduction to Business	3
BUSN 1015	Business Computing Applications	3
BUSN 2050	Principles of Management^	3
LAWS 2050	Law of Contracts	3
OFTD 1120	Microcomputer Keyboarding	3
OFTD 1140	Office Technology & Procedures I	3
OFTD 1250	Office Accounting	3
ADAS 2430	Introduction to Events Management	3

Subtotal	39
Total Hours	60

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Recommended Course Sequence

Course	Title	Hours
Year 1		
Semester 1		
BUSN 1000	Workplace Relationships	3
ENGL 1010 or ENGL 1010A	Composition I or Composition I (ALP)	3
MATH 1005	Business Mathematics	3
OFTD 1120	Microcomputer Keyboarding	3
OFTD 1140	Office Technology & Procedures I	3
Hours		15
Semester 2		
BUSN 1010	Introduction to Business	3
BUSN 1015	Business Computing Applications	3
ENGL 1410	Business Writing	3
OFTD 1250	Office Accounting	3
PSYC 1030	Psychology of Personal Adjustment	3
Hours		15
Year 2		
Semester 1		
ADAS 2410	Introduction to Parliamentary Procedures	3
ADAS 2420	Customer Service Skills	3
BUSN 2050	Principles of Management^	3
ENGL 2100	Technical Writing	3
SOCS 1010	General Sociology	3
Hours		15
Semester 2		
ADAS 2570	Administrative Office Management	3
ADAS 2580	Office Administration Cooperative Education I	3
LAWS 2050	Law of Contracts	3
ADAS 2430	Introduction to Events Management	3
Social Science Elective (https://catalog.ccri.edu/academic-information/general-education/course-attributes/#sscigened/)		3
Hours		15
Total Hours		60

Transfer

If you are interested in earning a bachelor's degree, please meet with an Academic Advisor (<https://ccri.edu/advising/>) who can help you select the courses that best prepare you for transfer to a four-year college or university.

If you are interested in transferring to Rhode Island College or the University of Rhode Island, check out the Joint Admissions Agreement (<https://ccri.edu/jaa/>). Transfer information, events and articulations

can be found on the Transfer Center website (https://ccri.edu/oes/transfer_center/).