

Executive Assistant O.E.C.

Program Requirements

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Minimum Requirements for Executive Assistant Occupational Endorsement: 16 credits

Students must earn a C- grade or better in each course.

| Code | Title | Credits |
|---|---------------------------|-----------|
| General University Requirements | | |
| Complete the general university requirements. (https://catalog.uaf.edu/endorsements/#guroccupationalendorsementstext) | | |
| Occupational Endorsement Requirements | | |
| Complete the occupational endorsement requirements. (https://catalog.uaf.edu/endorsements/#occupationalendorsementrequirementstext) | | |
| Executive Assistant Program Requirements | | |
| Complete the following: | | |
| ABUS F154 | Human Relations | 3 |
| ABUS F175 | Customer Service | 3 |
| ABUS F179 | Supervision Fundamentals | 3 |
| ABUS F182 | Administrative Procedures | 3 |
| ABUS F199 | Business Practicum | 1 |
| ABUS F264 | Records Management | 3 |
| Total Credits | | 16 |

Admission Requirements

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Complete the following admission requirements:

- Be at least 16 years old by the first day of the semester in which you are admitted.

Learning Outcomes

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Learning Outcomes are measurable statements that describe knowledge or skills achieved by students upon completion of the program.

Students graduating from this program will be able to:

- Bridge their practical work experiences with their career and academic goals by applying business concepts, addressing challenges in group and individual dynamics within diverse organizational structures and developing advanced skills in communication and strategic planning
- Develop intellectual and practical skills across the curriculum, including inquiry and analysis, critical and creative thinking, problem-solving, written and oral communication, information literacy, technological competence and collaborative learning

- Demonstrate the ability to effectively lead, manage and motivate individuals and teams within organizations; exhibit proficiency in personnel management, problem-solving, decision-making and adaptability to address contemporary management challenges, fostering a culture of innovation, diversity and ethical leadership