

How to Apply

- Complete the admissions application online at www.iecc.edu/admissions.
- Submit an official transcript from a high school or General Education Development (GED) certificate, and any previous college work.
- Take the ACT, SAT or the college given placement test, if the applicant is to be a full-time student. To take the placement test, contact the FCC Advisement Office at 842-3711.

Financial Assistance

Financial aid is available in the form of grants, loans, scholarships, and student employment.

Students are encouraged to apply for financial aid as soon as possible after January 1 for the next academic year.

The Free Application for Federal Student Aid (FAFSA) is available at www.fafsa.gov. There is no fee to apply. Use the information from the family's previous year tax return. The federal school code for Frontier Community College is 014090. Aid is usually awarded on a first-come, greatest need basis.

Scholarships are listed on Frontier's website at www.iecc.edu/fcc.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.iecc.edu/consumer/.

Contact Information

For additional information, contact Frontier Community College.

(618) 842-3711
1-877-464-3687
fccadmissions@iecc.edu



2 Frontier Drive, Fairfield, IL 62837
www.iecc.edu/fcc

IECC Mission: Our mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.
IECC Mission Statement

Illinois Eastern Community Colleges reserves the right to change, without notice, any of the material, information, requirements or regulations published in this publication. Illinois Eastern Community Colleges does not discriminate on the basis of race, color, religion, gender, age, disability, national origin or veteran status. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request. Illinois Eastern Community Colleges' Board of Trustees has adopted the Substance Abuse Policy. Students and employees involved in substance abuse, within the college environment, are subject to disciplinary action.

April 2016

Executive Office Professional



**Frontier Community
College**
Fairfield, IL



an Illinois Eastern Community College

Executive Office Professional (EOP D522)

Associate in Applied Science Degree and Certificate

The Executive Office Professional degree and associated certificate programs prepare students for employment as Administrative Assistants, Office Support Professionals, and Receptionists. The programs also prepare students to produce business communications, use technologically advanced equipment, manage records, manage projects, plan meetings, and develop skills in software applications including word processing, databases, spreadsheets, and presentations. It is recommended that you contact an advisor before enrolling in any degree, certificate, or transfer program to ensure all requirements are met including total hours associated with transfer courses.

Executive Office Professional D269

Two-year Associate in Applied Science Degree

First Semester		Credit Hours 15
BOC 1201	Beginning Keyboarding OR	
ELEC	Keyboarding Elective	3
BOC 1211	Professional Office Procedures	3
BUS 1101	Introduction to Business	3
CIS 1101	Intro to Computers & Apps OR	
ELEC	Computer Elective	3
ENG 1111	Composition I OR	
ELEC	English Gen Ed Elective	3
Second Semester		Credit Hours 17
BUS 2202	Records Management	3
CIS 1209	Outlook	2
CIS 1278	Spreadsheet	3
DAP 2202	Word Processing I	3
ENG 1201	Business Correspondence OR	
BOC 2250	Business Communications	3
ELEC	Social Science Gen Ed Elective	3

Third Semester		Credit Hours 19
ACC 1101	Applied Accounting	4
BMG 2204	Human Resource Management	3
BUS 2201	Principles of Management OR	
BUS 2203	Office Management	3
CIS 1275	PowerPoint	3
DAP 2265	Desktop Publishing I	3
SPE 1101	Fund. of Effective Speaking OR	
SPE 1111	Interpersonal Communications	

Fourth Semester		Credit Hours 16
BMK 2101	Principles of Marketing	3
BOC 2211	Office Internship I	3
GEN 2297	Employment Skills	3
BOC 2251	Statistical Keyboard Entry	3
MTH 1201	Technical Mathematics OR	
ELEC	College Level Math	4
ELEC	General Education Elective	3

Total Program Hours 67

Office Assistant Certificate C268

First Semester		Credit Hours 15
BOC 1201	Beginning Keyboarding OR	
ELEC	Keyboarding Elective	3
BOC 1211	Professional Office Procedures	3
BUS 1101	Introduction to Business	3
CIS 1101	Intro to Computers & Apps OR	
ELEC	Computer Elective	3
ENG 1111	Composition I OR	
ELEC	English Gen Ed Elective	3

Second Semester		Credit Hours 17
BUS 2202	Records Management	3
CIS 1209	Outlook	2
CIS 1278	Spreadsheet	3
DAP 2202	Word Processing I	3
ENG 1201	Business Correspondence OR	
BOC 2250	Business Communications	3
ELEC	Social Science Gen Ed Elective	3

