

ADMINISTRATIVE SUPPORT DIPLOMA - 32 CREDITS

Program Plan — "Primary Plan"
Locations: Online

1st Fall Term (15 credits)

Courses

| Course | Creds |
|--|-------|
| ADMS1110 - Word Processing | 3 |
| ADMS1116 - Business Communications I | 3 |
| ADMS1410 - Office Administration | 3 |
| BUS1100 - Business Computers | 3 |

3 credits in one or more of the following:

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|--|---|
| BUS2204 - Principles of Management | 3 |
| BUS2206 - Principles of Marketing | 3 |
| DMKT2200 - Introduction to Digital Marketing | 3 |
| HRES1122 - Human Resource Management | 3 |

1st Spring Term (17 credits)

Courses

| Course | Creds |
|---|-------|
| ACCT1124 - Spreadsheet Applications | 3 |
| ADMS1240 - Presentations and Desktop Publishing | 3 |
| ADMS2200 - Office Administration Capstone | 2 |
| BUS2150 - Legal Environment of Business | 3 |

3 credits in one or more of the following:

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|--|---|
| COMM1120 - Introduction to Public Speaking | 3 |
| COMM1130 - Small Group Communication | 3 |
| COMM1140 - Interpersonal Communication | 3 |
| COMM2200 - Intercultural Communication | 3 |
| ENGL1101 - College Writing | 3 |

3 credits in one or more of the following:

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|--|---|
| ACCT2211 - Financial Accounting I | 3 |
| BUS1300 - Financial Statement Analysis | 3 |