

Administrative Support

Degree Type

Diploma

DIPLOMA IN APPLIED SCIENCE ADMINISTRATIVE SUPPORT 42 SEMESTER HOURS

The Administrative Support curriculum prepares students for entry-level administrative positions in the office environment.

Students in this program will acquire skills in:

- Keyboarding
- Computer applications
- Accounting
- Office systems and procedures
- Written and oral communications
- Team interaction

Graduates possessing these skills should have the best opportunities for employment in virtually every kind of industry.

Fall I

Course Number	Title	Credits
BUS-101	Introduction to Business	3
CPT-107	File Entry Operations	3
CPT-170	Microcomp Applications	3
ENG-101	English Composition	3
IST-259	Electronic Messaging	3

Spring I

Course Number	Title	Credits
ACC-101	Accounting Principles I	3
MGT-206	Management Spreadsheets	3
MKT-135	Customer Service Techniques	3
SPC-205	Public Speaking	3
	Directed Elective (3 credits)	3

Summer I

Course Number	Title	Credits
CPT-172	Microcomputer Data Base	3
CPT-179	Microcomputer Word Processing	3
MAT-103	Quantitative Reasoning	3
MGT-110	Office Management	3

A minimum grade of "C" is required in all courses.

Total Credits		42
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