ADMINISTRATIVE SUPPORT
DIPLOMA – 32 CREDITS

Program Plan — "Primary Plan - Fall Start"
Locations: Online

1st Fall Term (16 credits)

Courses

Course	Crds
ACCT2211 - Financial Accounting I	3
ADMS1110 - Word Processing	3
ADMS1116 - Business Communications I	3
ADMS1400 - Office Administration	4
BUS1100 - Business Computers	3

1st Spring Term (16 credits)

Courses

Course	Crds
ACCT1124 - Spreadsheet Applications	3
ACCT2218 - QuickBooks	2
ADMS1240 - Presentations and Desktop Publishing	3
ADMS2200 - Office Administration Capstone	2

3 credits in one or more of the following:

Course	Crds
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:

Course	Crds
BUS1141 - Introduction to Business	3
BUS1300 - Financial Statement Analysis	3
BUS2150 - Legal Environment of Business	3
BUS2204 - Principles of Management	3
BUS2206 - Principles of Marketing	3
HRES1122 - Human Resource Management	3