ADMINISTRATIVE SUPPORT
DIPLOMA – 32 CREDITS

Program Plan — "Primary Plan"
Locations: Online

1st Fall Term (15 credits)

Courses

Course	Crds
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:

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	Crds
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:

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:

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