

ADMINISTRATIVE AND OFFICE SUPPORT

◇ Diploma ◇ Office Assistant



Course Numbers and Titles	Credit Hours	Semester Offered	Semester Completed
First Semester (Fall)			
ADM 105 Introduction to Keyboarding	1	F Sp	
BCA 106 Windows Operating System	1	F Sp	
BCA 129 Basic Word Processing*	2	F Sp	
BCA 130 Advanced Word Processing*	2	F Sp	
ADM 155 Essentials of Business English I	2	F Sp	
ADM 156 Essentials of Business English II*	2	F Sp	
MKT 181 Customer Service Strategies	2	F	
BCA 159 Database Applications	2	F	
ADM 132 Business Math and Calculators	2	F	
	16		
Second Semester (Spring)			
ADM 122 Document Formatting*	2	F Sp	
BCA 147 Basic Spreadsheets	2	F Sp	
ADM 158 Effective Business Writing*	2	F Sp	
BCA 207 PowerPoint/Outlook	2	Sp	
ACC 109 Introduction to Accounting	2	Sp	
ACC 110 Introduction to Accounting II*	2	Sp	
ADM 257 Professionalism in the Workplace	2	Sp	
BUS 161 Human Relations	3	F Sp Su	
	17		
Third Semester (Summer)			
ADM 148 Transcription*	2	Online Only	
ADM 171 Records Management	2	F	
ADM 936 Occupational Experience	3	F Sp Su	
	7		
	40		

*Completion of prerequisite courses required.