

# 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:

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:

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