

ADMINISTRATIVE PROFESSIONAL STUDIES – B041

A.S. Administrative Professional Studies

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E-Institute: <http://webtide.hccdl.org> Courses in red are not available online.

The Administrative Professional Degree combines strong technical and computer skills and an emphasis on effective writing and communications skills. This degree allows flexibility and the liberal use of electives so that students may specialize in the executive, legal, medical fields or in other areas or prepare for transfer to a four-year institution.

Term/Grade	Course Number	Course Name	Course Credits
GENERAL EDUCATION REQUIREMENTS			20
_____	ENG 101	Language and Literature I	3
_____	ENG 102	Language and Literature II	3
_____	_____	Laboratory Science	4
_____	_____	Laboratory Science	4
_____	_____	Social Science Electives _____	6
PROGRAM REQUIREMENTS			28-30
_____	ACC 111	Principles of Accounting I <u>or</u>	4
_____	BUS 170	Business Math	3-4
_____	BUS 220	Business Communications	3
_____	GSY 101	Career Development	1
_____	MGT 230	Principles of Management <u>or</u>	
_____	MGT 231	Human Resource Management	3
_____	OTC 217	Advanced Document Processing (Spring)	3
_____	OTC 151	Keyboarding II (Spring) ¹	3
_____	OTC 245	Administrative Support Services (Spring)	3
_____	BUS 280	Cooperative Education	3
_____	COM 150	Public Speaking	3
_____	MTH 150/		
_____	Or MTH 155 _____	Math Elective (D)	3-4
PROGRAM ELECTIVES			12
<i>select any combination from:²</i>			
_____	_____	Computer Applications/ _____	3
_____	_____	Technology/ _____	3
_____	_____	Legal/ _____	3
_____	_____	Medical Electives _____	3
Total Credits			60- 62

NOTES:

A keyboarding speed of 45 wpm is required for graduation.

¹ Assumes prior keyboarding experience. Student may need to take OTC 111, Keyboarding I first if she/he does not pass the minimum speed requirement of 25 wpm. (Note: BUS 105, Keyboarding for Information Processing, should not be used as a prerequisite for OTC 151.) In order to earn the degree, students must attain a keyboarding speed of 45 wpm on five-minute timings.

² Upon consultation with an advisor, students may tailor the degree by choosing at least 6 credits in computer applications (BUS 115 or equivalent, BUS 215, 242, or any CSI, GIS, SEC or other technology course; and the remaining credits in BUS, MKT, MGT, HCA, SPO, LAW, HTH (Health), or HIM (Health Information Management) or other complementary areas.