



ACADEMIC MAP

This program is not designed to transfer. 2018-2019



FIRST SEMESTER		Notes	Credits	MC
<input type="checkbox"/>	ENGL1010 English Comp I		3	
<input type="checkbox"/>	ACCT1010 Principles of Accounting		3	
<input type="checkbox"/>	ADMN1309 Records Management		3	
<input type="checkbox"/>	ADMN1302 Keyboarding/Formatting I		3	
<input type="checkbox"/>	COMM2025 Fund of Comm		3	

2 SEMESTER CREDITS 15

SECOND SEMESTER		Notes	Credits	MC
<input type="checkbox"/>	PICK ONE: Mathematics		3	
<input type="checkbox"/>	INFS1010 Computer Applications		3	
<input type="checkbox"/>	ADMN1311 Word Processing I		3	
<input type="checkbox"/>	ADMN1312 Keyboarding/Formatting II		3	
<input type="checkbox"/>	ADMN1313 Spreadsheet Applications		3	

3 SEMESTER CREDITS 15

THIRD SEMESTER		Notes	Credits	MC
<input type="checkbox"/>	ADMN1308 Office Procedures		3	
<input type="checkbox"/>	ADMN2310 Advanced Word Processing		3	
<input type="checkbox"/>	ADMN1310 Business Communications		3	
<input type="checkbox"/>	ADMN2330 Database Applications		3	
<input type="checkbox"/>	PICK ONE: Humanities/Fine Art		3	

4 SEMESTER CREDITS 15

FOURTH SEMESTER		Notes	Credits	MC
<input type="checkbox"/>	ADMN1325 Integrated Office App		3	
<input type="checkbox"/>	PICK ONE: ECON 2100 or 2200		3	
<input type="checkbox"/>	ADMN2395 APT Internship		3	
<input type="checkbox"/>	PICK ONE: ADMN Elective	See General Advising Notes	3	
<input type="checkbox"/>	PICK ONE: ADMN Elective	See General Advising Notes	3	

To stay on track, these courses must be taken in order. **SEMESTER CREDITS 15**
PROGRAM CREDITS 60



Milestone Courses

Based on prior students' experience, students who do well in these courses are more likely to graduate on time in this program.

ADMN1302 Students must be able to type at least 32 wpm.

General Advising Notes

Ensure expertise in current office procedures, software applications, editing and proofreading, critical thinking, office management, and interpersonal skills. Career opportunities include receptionist, office manager, administrative assistant, or executive assistant.

ADMN Electives:
 ADMN1305 Business English
 ADMN1321 Communications Media
 ADMN1304 Transcription and Editing
 ADMN1322 Presentation Applications

Helpful Hints

15 to FINISH

Take 15 credit hours a semester to finish your degree in two years.

Use the summer semester to catch up or get ahead!

Contact Information

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For full catalog:
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