

**ADMINISTRATIVE PROFESSIONAL STUDIES – B041**

**A.S. Administrative Professional Studies**

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COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
<b>GENERAL EDUCATION REQUIREMENTS</b>			<b>20</b>		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099 4 class hours	3		
Language and Literature II	ENG 102	ENG 101	3		
Introduction to Microeconomics (B)	ECN 102	ECN 100 with a grade of C- or eligible for MTH 095	3		
Social Science Elective (B)			3		
Laboratory Science			4		
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<b>PROGRAM REQUIREMENTS</b>			<b>34-35</b>		
Principles of Accounting I	ACC 111	Eligibility for MTH 085	4		
Introduction to Business	BUS 101		3		
Professional Etiquette	BUS 112		1		
Money Management	BUS 114	Eligibility for MTH 085	1		
Computer Applications or Computer Concepts and Applications	BUS 115 CSI 111	Eligibility for ENG 101	3-4		
Advanced Computer Applications	BUS 216	BUS 115 or CSI 111	3		
Math for Business Decision Making	BUS 170	Eligibility for MTH 095 and one of the following: CSI 111 or BUS 115 or BUS 215	3		
Business Communications	BUS 220	ENG 101	3		
Cooperative Education	BUS 280	Sophomore status, approval of department chair, ACC 112 (for accounting and business administration students only), and either the completion of, or current enrollment in, two other ACC, BUS, HFM, or OTC courses.	3		
Public Speaking	COM 150		3		
Job Search Strategies	GSY 111		1		
Business Law	LAW 211		3		
Principles of Management	MGT 230		3		
<b>PROGRAM ELECTIVES</b>			<b>6</b>		
Business Electives <sup>1</sup>			3		
Business Electives <sup>1</sup>			3		
<b>Total Credits</b>			<b>60-61</b>		

**PROGRAM OVERVIEW**

The Administration Professional Studies program combines strong technical and computer and skills and an emphasis on effective writing and communication. The degree will prepare the student for a wide variety of office and administrative positions. Students may use their Business Electives to expand their knowledge in the area of business in which they wish to apply their skills.

NOTES:

<sup>1</sup> Select from: ACC, BUS, CSI, HCA, LAW, MGT, MKT, SEC, SPO.

Depending on the course selection 80% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.