

ADMINISTRATIVE PROFESSIONAL STUDIES – B041

A.S. Administrative Professional Studies

Contact: Sharon Biskup, Ext. 2345, sbiskup@hcc.edu

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
_____	ECN 102	Introduction to Microeconomics	3
_____	_____	Laboratory Science	4
_____	_____	Laboratory Science_____	4
_____	_____	Social Science Elective_____	3
PROGRAM REQUIREMENTS			34-35
_____	ACC 111	Principles of Accounting I	4
_____	BUS 101	Introduction to Business	3
_____	BUS 112	Professional Etiquette	1
_____	BUS 114	Money Management	1
_____	BUS 115	Computer Applications or	
_____	CSI 111	Computer Concepts and Applications	3-4
_____	BUS 216	Advanced Computer Applications	3
_____	BUS 170	Business Math	3
_____	BUS 220	Business Communications	3
_____	BUS 280	Cooperative Education	3
_____	COM 150	Public Speaking	3
_____	GSY 111	Job Search Strategies	1
_____	LAW 211	Business Law	3
_____	MGT 230	Principles of Management	3
PROGRAM ELECTIVES			6
_____	_____	Business Electives 1_____	3
_____	_____	Business Electives 1_____	3
Total Credits			60- 61

NOTES:

¹ Select from: ACC, BUS, CSI, HCA, LAW, MGT, MKT, SEC, SPO.

50% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.