

Asociado con concentración en Asistente Administrativo

Requisitos Académicos

Educación General Requerimientos	20
ENG 160 Composition I	(4)
ENG 162 Composition II	(4)
MAT 111 Business Mathematics	(4)
SPA 222 The Hispanic-American Experience Through Literature	(4)
HIS 104 Survey of U.S. History to 1865 OR HIS 105 Survey of U.S. History from 1865 to Present OR PSC 103 American Government and Politics	(4)
Requerimientos de la Especialidad	20
ADM 101 Keyboarding & Doc. Formatting	(4)
ADM 105 Advanced Document Formatting	(4)
ADM 230 Office Procedures	(4)
ADM 250 Business Communications	(4)
CIS 115 Spreadsheets for Business	(4)
Requerimientos de la Concentración	
<u>III. Accounting Assistant</u>	12
ACC 101 Principles of Accounting	(4)
ACC 161 Financial Accounting	(4)
BUS 110 Introduction to Business	(4)
<u>III. Medical Office Technology</u>	12
HIT 101 Intro. to Medical Billing	(4)
HIT 109 Intro. to Medical Coding	(4)
BIO 115 Intro. to Medical Terminology	(4)
<u>III. Office Technology</u>	12
ADM 210 Desktop Publishing & PowerPoint	(4)
CIS 106 Database Applications	(4)
CIS 130 Microcomputer Hardware Systems	(4)
Electivos Recomendados	8
Any courses in ADM, ACC, BUS, CIS or ECO	
TOTAL CRÉDITOS HORAS/CURSOS	60

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