

# PROGRAM BREAKDOWN

## OFFICE ADMINISTRATOR DIPLOMA

336 CLOCK HOURS / 21 CREDIT HOURS – ESTIMATED COMPLETION TIME 8 MONTHS)

COURSE NUMBER	COURSE TITLE	CLOCK HOURS
CIT 100	Introduction to Computers	48 Clock Hours
CIT 110	Modern Operating Technology	48 Clock Hours
CIT 125	Introduction to Keyboarding	48 Clock Hours
ACCTG 110	Accounting I	48 Clock Hours
ENGL 203 or ENGL 200	Effective Business Writing or English Composition I	48 Clock Hours
BUS 223 or BUS Upper Level	Leadership and Human Resources or Business Major Course	48 Clock Hours
BUS 200 or IB 400	Business Law or International Entrepreneurship	48 Clock Hours

