

# ADMINISTRATIVE OFFICE PROFESSIONAL

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## CURRICULUM

Course	Title	Credits
<b>Year 1</b>		
<b>Term I</b>		
ACC-1146	Bookkeeping	3
AOP-1142	Office Procedures	3
ENG-1159	Writing for the Workplace	3
KEY-1140	Document Processing	3
COM-1162	Interpersonal Relationships and Communications	3
<b>Credits</b>		<b>15</b>
<b>Term II</b>		
AOP-1143	Office Procedures II	3
AOP-1145	Meeting and Conference Planning	3
CPU-1165	Business Applications II	3
CPU-2254	Basic Desktop Publishing	3
HUM-1156	Business Ethics	1.5
BUS-1177	Entrepreneurship	3
<b>Credits</b>		<b>16.5</b>
<b>Total Credits</b>		<b>31.5</b>