



2026-27 Course Offering-Administrative Skills

| Course Number | Course Title | Credits | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | Tuition |
|---------------|--------------------------------|---------|------|-----|------|-----|-----|-----|-----|-----|-------|-------|-----|------|-----------|
| COMM-0442 | Business Writing & Documents 1 | 6 | X | X | X | X | X | X | X | X | X | X | X | X | \$979.62 |
| COMM-0443 | Business Writing & Documents 2 | 6 | X | X | X | X | X | X | X | X | X | X | X | X | \$979.62 |
| PEDV-1004 | Career Prep Essentials | 3 | X | X | X | X | X | X | X | X | X | X | X | X | \$527.16 |
| WRKP-0094 | Client & Customer Service | 6 | X | X | X | X | X | X | X | X | X | X | X | X | \$1054.32 |
| BUSN-0271 | Financial Procedures & Records | 6 | X | X | X | X | X | X | X | X | X | X | X | X | \$979.62 |
| OFAD-0029 | Office Procedures 1 | 6 | X | X | X | X | X | X | X | X | X | X | X | X | \$979.62 |
| OFAD-0030 | Office Procedures 2 | 6 | X | X | X | X | X | X | X | X | X | X | X | X | \$979.62 |
| COMM-0444 | Workplace Communication | 6 | X | X | X | X | X | X | X | X | X | X | X | X | \$979.62 |
| WRKP-0095 | Workplace Success Skills | 6 | X | X | X | X | X | X | X | X | X | X | X | X | \$1054.32 |
| COMP-0675 | Workplace Technology 1 | 6 | X | X | X | X | X | X | X | X | X | X | X | X | \$1054.32 |
| COMP-0676 | Workplace Technology 2 | 6 | X | X | X | X | X | X | X | X | X | X | X | X | \$1054.32 |
| PRAC-0460 | Practicum | 3 | X | X | X | X | X | X | X | X | X | X | X | X | \$459.21 |

**Registration deadline is the 20th of the month prior*