



2025-26 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	\$831.30
COMM-0443	Business Writing & Documents 2	6	X	X				X	X	X	X	X	X	X	\$831.30
PEDV-1004	Career Prep Essentials	3	X	X				X	X	X	X	X	X	X	\$452.10
WRKP-0094	Client & Customer Service	6	X	X				X	X	X	X	X	X	X	\$904.20
BUSN-0271	Financial Procedures & Records	6	X	X				X	X	X	X	X	X	X	\$831.30
OFAD-0029	Office Procedures 1	6	X	X		X	X	X	X	X	X	X	X	X	\$831.30
OFAD-0030	Office Procedures 2	6	X	X				X	X	X	X	X	X	X	\$831.30
COMM-0444	Workplace Communication	6	X	X		X	X	X	X	X	X	X	X	X	\$831.30
WRKP-0095	Workplace Success Skills	6	X	X		X	X	X	X	X	X	X	X	X	\$904.20
COMP-0675	Workplace Technology 1	6	X	X		X	X	X	X	X	X	X	X	X	\$904.20
COMP-0676	Workplace Technology 2	6	X	X				X	X	X	X	X	X	X	\$904.20
PRAC-0460	Practicum	3	X	X				X	X	X	X	X	X	X	\$385.95

*\*Registration deadline is the 20<sup>th</sup> of the month prior*