

# ADMINISTRATIVE SPECIALIST (ADMS)

## ADMS 112 Office Procedures

(3 Credits, Fall/Spring)

This course prepares students for realistic problems, procedures, and situations office professionals will encounter in a modern office. (3 lecture hours, 0 lab hours, 3 credits)

## ADMS 133 Business English

(3 Credits, Fall/Spring)

Comprehensive review of English skills with emphasis on correct grammar usage, punctuation, sentence structure, and the mechanics of writing business communication. PRE/COREQ: ENGL 101. (3 lecture hours, 0 lab hours, 3 credits)

## ADMS 145 Advanced Office Information Systems

(3 Credits, Fall/Spring)

This course expands basic document processing and spreadsheet application skills. The focus is on the integration and application of office software to produce and distribute quality business documents. PREREQ: BUSA 120. (3 lecture hours, 0 lab hours, 3 credits)

## ADMS 199 Administrative Specialist Special Topics

(1-5 Credits, Varies)

This course is designed to permit the offering of special topics appropriate to a student's program. Regular or frequently recurring topics are not offered under this title. The course may be repeated as new topics are presented. (1 lecture hours, 0 lab hours, 1 credits)

## ADMS 230 Business Editing

(3 Credits, Fall)

Application of proofreading and editing techniques. Develops skills in detecting and correcting errors in format, punctuation, spelling, grammar, and word usage, as well as editing for clarity and conciseness. PREREQ: ADMS 133. (3 lecture hours, 0 lab hours, 3 credits)

## ADMS 231 Business Writing

(3 Credits, Fall/Spring)

Principles and strategies for effective written and oral communication in business. Develops ability to analyze communication problems; organize ideas logically; and express ideas correctly and persuasively in business letters, memos, emails, reports, and oral presentations. Emphasis on systematic and creative approaches to solving business communication problems. PREREQ: ADMS 133. (3 lecture hours, 0 lab hours, 3 credits)

## ADMS 245 The Virtual Office

(3 Credits, Fall/Spring)

This course focuses on the role of the virtual assistant in business. Students will utilize a virtual assistant model to integrate topics which may include working with a distributed team, applying technologies used by virtual assistants, conducting online meetings, and analyzing the differences between physical and remote office administration. Career opportunities in the field of virtual assisting will be discussed. PREREQ: BUSA 120. (3 lecture hours, 0 lab hours, 3 credits)

## ADMS 290 Administrative Specialist Capstone

(3 Credits, Spring)

This course provides a capstone training experience, allowing students to apply the skills and knowledge gained from previous Administrative Specialist courses. Students will conduct research and find the information needed to make informed decisions related to real world problems in a business office. They will also develop soft skills such as teamwork, managing change, conflict management, and ethical behavior that employers are seeking in employment candidates. Students have the opportunity to practice their presentation and leadership skills by creating and delivering presentations, as well as developing a portfolio of their work which will include a resume and letter of application. Students will prepare for and complete the Technical Skills Assessment. PREREQ: ADMS 112, ADMS 145, and ADMS 245. (3 lecture hours, 0 lab hours, 3 credits)

## ADMS 293 Administrative Specialist Internship

(1-3 Credits, Fall/Spring/Summer)

Application of technical knowledge and skills in community business and office settings to gain practical work experience. Individual contract arrangement involving student, instructor and employer; monitored and evaluated by appropriate faculty in consultation with training site supervisor. Successful completion of the internship requires a minimum of 45 hours of work per credit of internship. An Internship Registration Form must be completed and turned into a One Stop Student Services location before a student may register for an internship course. PREREQ: Permission of department's internship coordinator and submission of a completed Internship Registration Form. (0 lecture hours, 3 lab hours, 1 credits)

Refer to [How to Read Course Descriptions](#) for an explanation of elements found within the course descriptions above.