

**DELETION OF DEGREE PLAN
EFFECTIVE SPRING 2017**

**ASSOCIATE IN APPLIED SCIENCE DEGREE:
MANAGEMENT DEVELOPMENT
Administrative Specialization
(Suggested Occupational Plan)**

		Lec.	Lab	Sem. Hrs.	Clock Hours
FIRST SEMESTER					
POFI 2301.	Word Processing	2	2	3	64
POFT 1301.	Business English.....	3	0	3	48
POFT 1309.	Administrative Office Procedures I	3	0	3	48
POFI 1349.	Spreadsheets	2	2	3	64
POFT 1321.	Business Math.....	3	0	3	48
SECOND SEMESTER					
POFI 2350.	Databases.....	2	2	3	64
POFT 1349.	Administrative Office Procedures II (Fall Only).....	3	0	3	48
BMGT 2305.	Advanced Communications in Management.....	3	0	3	48
POFT 1319.	Records and Information Management I (Fall Only).....	3	0	3	48
ACNT 1311.	Introduction to Computerized Accounting	3	0	3	48
THIRD SEMESTER					
ENGL 1301.	Composition I	3	0	3	48
BUSI 1301.	Business Principles.....	3	0	3	48
HRPO 1311.	Human Relations	3	0	3	48
Creative Arts or Language, Philosophy and Culture Core Elective					
SPCH 1315.	Fundamentals of Public Speaking OR	3	0	3	48
SPCH 1321.	Business and Professional Communication	3	0	3	48
FOURTH SEMESTER					
Mathematics or Life and Physical Sciences Core Elective					
3	0	3	48		
American History or Government or Social and Behavioral Sciences Core Elective					
3	0	3	48		
BMGT 1341.	Business Ethics	3	0	3	48
BMGT 1174.	Seminar	1	0	1	16
POFT 2264.	Practicum - Administrative Assistant/ Secretarial Science, General (Capstone).....	0	20	2	320
BMGT 2341.	Strategic Management (Capstone)	3	0	3	48

Total Semester Hours for Associate Degree

60

Courses in **bold type** meet General Education requirements for Del Mar College Associate in Applied Science degrees.