

COLLEGE OF BUSINESS ADMINISTRATION
LIST OF PROFESSIONAL ELECTIVES BY SPECIALIZATION

BACHELOR OF OFFICE ADMINISTRATION

COURSE	TITLE	CREDITS	PREREQUISITES
ADOF 3005	ABBREVIATED WRITTING SYSTEM IN SPANISH	4	ESPA 3102
ADOF 3018	INTRODUCTION TO TECHNOLOGICAL TOOLS IN OFFICE ADMINISTRATION	3	ADOF 3017
ADOF 3036	INFORMATION PROCESSING AND BILLING SERVICES IN MEDICAL OFFICES	3	-
ADOF 3105	INTRODUCTION TO OFFICE ADMINISTRATION	3	-
ADOF 3115	TELECOMMUNICATIONS IN THE MODERN OFFICE	3	ADOF 3107 or ADMI 3010
ADOF 3125	LEGAL OFFICE ADMINISTRATION	4	ADOF 3017
ADOF 4055	INTERPERSONAL RELATIONS	3	ADMI 3009
ADOF 4075	INTEGRATION OF INFORMATION PROCESSING PROGRAMS	3	-
ADOF 4077	DESIGN AND PROCESSING OF DOCUMENTS	3	ADOF 4005
ADOF 4997	BUSINESS ADMINISTRATION PRACTICE FOR COOP STUDENTS	3-9	ADOF 4005 and ADOF 3009 and ADOF 4020 and DIR

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