

Name: Administrative Professional Advisory Committee
Date: March 4, 2024
Time: 5:00 p.m.
Location: Blue Moose

Topic	Responsible Party	Discussion/Outcome
Welcome	Bobbie	
Director's Report	Bobbie	Spring 2024 Enrollment ADMS Programs: 12 unduplicated students, 17 duplicated (diploma & AAS) College: 1913 Headcount for summer and fall 2023 semesters.
Administrative Office Support Certificate Program	Bobbie	The committee unanimously supports the addition of an 18-credit certificate program. The certificate is stackable with the other programs under the administrative programs and prepares students for entry-level positions in industry. <u>Administrative Office Support Certificate</u> ACCT 1100 Prin. Of Bookkeeping 3 credits ADMS 1100 Keyboarding I 3 credits ADMS 1121 Business Office Mgmt 3 credits ADMS 1116 Business Communications 3 credits CPTR 1104 Intro. to Computers 3 credits <u>MKTG 1108 Customer Relations 3 credits</u> Total credits 18

Next meeting October 2024		