



Administrative Procedures I

PIEMS Number: 12031200* (ADVADPR1)

Credits: 1/2 – 2

Recommended Prerequisite: Keyboarding

Administrative Procedures II

PEIMS Number: 12031210* (ADVADPR2)

Grade Placement: 11-12

Credits: 1-2

Recommended Prerequisite: Administrative Procedures I

Provides an advanced and in-depth study of concepts and skills in various systems and administrative procedures that enable a worker to manage or function in the workplace; enhances technology skills and oral and written language skills relating to effective communications; emphasizes planning and organizing work, establishing priorities, records and information management, and operation of equipment; and serves as the major vehicle for cooperative education