



DEGREE MAP

The following sequence is an example of how this program can be completed within the recommended time frame. It presumes that all course and program prerequisites have been met. Completion times may vary depending on individual circumstances. Students should consult an advisor when they plan their individual completion path using MyDegreePlan.

Program Name: Professional Administrative Assistant-Associate of Applied Science Degree

Locations Offered: Douglas Campus

First Semester: Fall

Requirement Category	Course(s)	Delivery*	Credits
Core Curriculum	BUS 104 Business Math or BUS 146 Intro Accounting	F2F, VC	3
Core Curriculum	BUS 160 Essential Workplace Success Skills	F2F, VC	3
Gen Ed-Composition	ENG 101 Composition	F2F, VC	3
Gen Ed-Mathematics	MAT 142 College Mathematics or higher	F2F, VC	3-4
Gen Ed-Technology Literacy	CIS 116 Computer Essentials or CIS 120 Intro to Info Systems	F2F, VC	3

Second Semester: Spring

Requirement Category	Course(s)	Delivery*	Credits
Core Curriculum	BUS 106 Administrative Assistant Skills I	F2F	4
Core Curriculum	BUS 167 Business Communications	F2F, VC	3
Core Curriculum	CIS 181 Computer Applications	F2F, VC	3
Gen Ed-Composition	ENG 102 English Composition	F2F, VC	3
Gen Ed-Liberal Arts		F2F, VC	3

Third Semester: Fall

Requirement Category	Course(s)	Delivery*	Credits
Core Curriculum	BUS 206 Administrative Assistant Skills II	F2F	4
Core Curriculum	BUS 207 Office Administration	F2F	3
Core Curriculum	BUS 209 Business Speech Communications	F2F	3
Core Curriculum	BUS 210 Automated Office Procedures	F2F	3
Core Curriculum	BUS 216 Administrative Assistant Skills III	F2F	4

Fourth Semester: Spring

Requirement Category	Course(s)	Delivery*	Credits
Core Curriculum	BUS 211 Automated Office Procedures	F2F	3
Core Curriculum	BUS 217 Administrative Assistant Skills IV	F2F	3
Core Curriculum	CIS 268 Technical Presentations	F2F, VC	4
Gen Ed-Liberal Arts		F2F, VC	3
Elective		F2F, VC	2-3

Total credits required: 64

*Key: F2F = Face-to-Face VC = Virtual Campus

Reviewed: 3/1/2017

Notes: