Student Name _____ ID Number _____

ASSOCIATE OF APPLIED SCIENCE
ADMINISTRATIVE ASSISTANT
2008 - 2009

GENERAL EDUCATION CORE		REQ	COMP	NEED
SKILLS COMPONENT				
COMM 101	Principles of Speech **OR**	3		
COMM 202	Interpersonal Communication			
ENGL 101	College Writing	3		
MTHPT 130	Math for Business Analysis	3*		
...and one course from the following				
ANTH 102, 120, 170		3		
ART 100				
BIOL 100, 102, 175, 252				
CHEM 102, 105, 111				
ECON 101, 102, 201, 202				
ENGL 150, 257, 258				
FSCI 101				
GEOL 100				
HIST 101, 102, 111, 112				
HRPT 184				
HUM 101, 150, 301				
MUS 101				
NS 150, 171/172				
PHIL 120				
PHYS 111, 205, 211				
POLS 101, 205				
PSYC 101, 205				
SOC 101				
SS 150, 184				
THEA 101				
DISTRIBUTIVE COMPONENT				
HRPT 185	Human Relations in Organizations	3		
TOTAL		16		

PROGRAM REQUIREMENTS		REQ	COMP	NEED
ACCPT 101	Basic Accounting I	3		
ACCPT 214	Computerized Accounting	1		
CITPT 102	Computerized Ten-key	1		
CITPT 110	Business Computer Skills	3		
CITPT 212	Spreadsheets & Databases	3		
CITPT 214	Desktop Publishing	3		
CITPT 275	Web Development	3		
GNBPT 122	Business English	3		
GNBPT 202	Professional Math Applications	3		
GNBPT 222	Proofreading	3		
GNBPT 245	Business Writing	3		
GNBPT 296	Work-based Learning (Co-Op)	3		
MGTPT 220	Supervision **OR**	3		
MGTPT 275	Intro to Human Resource Management			
OFFPT 233	Office Procedures	3		
OFFPT 254	Transcription	3		
WRPPT 200	Word Processing	6		
Elective		3		
	TOTAL	50		

SUMMARY			
GENERAL EDUCATION	16		
PROGRAM REQUIREMENTS	50		
TOTAL	66		

16 Resident Credit (LCSC): _____

NOTES, SUBSTITUTIONS & WAIVERS

Division Chair _____ **Date** _____ **Advisor** _____ **Date** _____

*Professional/Technical AAS degrees require a minimum of 16 credits of general education core. If a student transfers in less than 4 credits of math, s/he may be required to complete an additional gen educ core course to reach the required 16 credits.