Student Name _____ ID Number _____

# BACHELOR OF APPLIED SCIENCE
## ADMINISTRATIVE ASSISTANT
## 2008 - 2009

| GENERAL EDUCATION CORE | REQ | COMP | NEED |
|---|---|---|---|
| **SKILLS COMPONENT** | | | |
| ENGL 101/102 | 6 | | |
| ENGL 109 | | | |
| COMM 101, 202, 203, 204, 205 | 3 | | |
| MTHPT 123, 130, 137, 138 | 3 | | |
| MATH 123, 130, 130A/130B, 137, | | | |
| 143/144, 147, 157/257, 160, 170, 254 | | | |
| **HUMANITIES 1 Lit & 1 Art course (6 cr. required)** | | | |
| ENGL 150, ENGL 258, ENGL 257, HUM 301 | 3 | | |
| ART 100, HUM 101, HUM 150, MUS 101, THEA 101 | 3 | | |
| **NATURAL SCIENCES 2 courses: NS 150 & 1 lab science** | | | |
| NS 150 | 3 | | |
| BIOL 100, 102, 175, 252 | 4 | | |
| CHEM 102, 105, 111 | | | |
| FSCI 101 | | | |
| GEOL 100 | | | |
| NS 171 & 172 | | | |
| PHYS 111, 205, 211 | | | |
| **SOCIAL SCIENCE min 3 courses from 2 subjects (9 cr req)** | | | |
| ANTH 102, 120, 170 | 9 | | |
| ECON 101, 102, 201, 202 | | | |
| GEOG 102 | | | |
| HIST 101, 102, 111, 112 | | | |
| HRPT 184, 185 | | | |
| PHIL 120 | | | |
| POLS 101, 285 | | | |
| PSYC 101, 205 | | | |
| SS 150, 184, 185 | | | |
| SOC 101 | | | |
| **INTEGRATIVE COMPONENT 1 course required** | | | |
| NS, HUM, SS, 350 | 3 | | |
| ID, HUM, SS, 351 | | | |
| **TOTAL** | 37 | | |

| AAS PROGRAM COURSES | | 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 | | |
| GNBPT 275 | Intro to Human Resource Mgnt | | | |
| OFFPT 233 | Office Procedures | 3 | | |
| OFFPT 254 | Transcription | 3 | | |
| WRPPT 200 | Word Processing | 6 | | |
| Elective | | 3 | | |
| | | | | |
| | **TOTAL** | 50 | | |

| BAS PROGRAM REQUIREMENTS | | REQ | COMP | NEED |
|---|---|---|---|---|
| **Minimum of 41 Credits (At least 33 credits must be upper division)** | | | | |
| GNBPT 496 | Work-based Learning (Co-Op) | 4 | | |
| 300/400 | | | | |
| 300/400 | | | | |
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| 300/400 | | | | |
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| | **TOTAL** | 41 | | |

**BAS Requires the following:**

* Earned AAS Degree in same major as BAS
* Gen Ed Core 37 credits
* AAS Program Courses Max. 50 credits (Note: this can be less than 50 credits)
* BAS Electives Min. 41 credits (At least 33 credits must be upper division)
* Total Credits Required for BAS is 128

| SUMMARY | | | |
|---|---|---|---|
| GENERAL EDUCATION | 37 | | |
| AAS PROGRAM REQUIREMENTS (Max. 50) | 50 | | |
| BAS PROGRAM REQUIREMENTS (Min. 40) | 41 | | |
| **TOTAL** | 128 | | |

**128 Total Credit (minus remedial):**

**36 Upper Div. Credit:**

**32 Resident Credit (LCSC):**

**NOTES, SUBSTITUTIONS & WAIVERS**

**Division Chair** **Date**

**Advisor** **Date**