Student Name _____ ID Number _____

BACHELOR OF APPLIED SCIENCE
ADMINISTRATIVE ASSISTANT
2009 - 2010

GENERAL EDUCATION CORE	REQ	COMP	NEED
SKILLS COMPONENT			
ENGL 101/102	6		
ENGL 109			
COMM 101, 202, 203, 204, 205	3		
MTHPT 130, 137, 138	3		
MATH 123, 130, 130A/130B, 137,			
143/144, 147, 157/257, 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, 120, 175, 252	4		
CHEM 102, 105, 111			
FSCI 101			
GEOL 100, 120			
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, 102			
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				
300/400				
300/400				
300/400				
300/400				
300/400				
300/400				
300/400				
300/400				
	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** _____