Student Name _____ ID Number _____

ASSOCIATE OF APPLIED SCIENCE
ADMINISTRATIVE ASSISTANT
2009-2010

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	4*		
...and one course from the following			
ANTH 102, 120, 170	3		
ART 100			
BIOL 100, 102, 120, 175, 252			
CHEM 102, 105, 111			
ECON 101, 102, 201, 202			
ENGL 150, 257, 258			
FSCI 101			
GEOL 100, 120			
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, 102			
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 general education core course to reach the required 16 credits.