

**BACHELOR OF APPLIED SCIENCE
ADMINISTRATIVE ASSISTANT
2010-2011**

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, 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 102, 120, 175, 252	4		
CHEM 102, 105, 111			
FSCI 101			
GEOG 100, 120			
NS 100, 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		

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
128 Total Credit (minus remedial):
36 Upper Div. Credit:
32 Resident Credit (LCSC):

NOTES, SUBSTITUTIONS & WAIVERS

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)	3 - 6		
300/400			
300/400			
300/400			
300/400			
300/400			
300/400			
300/400			
300/400			
300/400			
300/400			
300/400			
300/400			
300/400			
TOTAL	41		

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