

Business Administrative Assistant Academic Degree Map

Associate of Applied Science



Year 1 – Fall Semester			
Course Code	Course Title	Credits	Notes
ACC 100	Business Accounting	3	
CIS 100	Software Applications	3	
BUS 120	Business English	3	
BUS 126	Introduction to Business	3	
BUS 111 OR BUS 255	Personal Finance Principles of Management	3	
CREDIT HOURS SUBTOTAL		15	
Year 1 – Spring Semester			
Course Code	Course Title	Credits	Notes
BUS 185	Business Ethics & Human Relations	3	BUS 185
BUS 220	Administrative Procedures	3	Prerequisite(s): CIS 100 with a grade of C or higher.
BUS 125	Business Communication	3	
	Math Option ¹	3	Based upon placement testing requirements.
	English Option ²	3	Based upon placement testing requirements.
CREDIT HOURS SUBTOTAL		15	
Year 2 – Fall Semester			
Course Code	Course Title	Credits	Notes
BUS 130	Records and Information Management	3	Prerequisite(s): CIS 100
BUS 210	Workstation Management	3	Prerequisite(s): CIS 100 with a grade of C or higher.
CIS 116	Spreadsheet Management	2	Prerequisite(s): CIS 100 Software Applications with a grade of C or higher.
CIS 121	Word Processing	2	Prerequisite(s): CIS 100 Software Applications with a grade of C or higher
	Technical Elective ⁴	2	Suggested technical elective option.
	General Education Elective ³	3	Recommended general education elective.
	General Education Elective ³	3	Recommended general education elective.
CREDIT HOURS SUBTOTAL		18	
Year 2 – Spring Semester			
Course Code	Course Title	Credits	Notes
CIS 126	Database Management	2	Prerequisite(s): CIS 100 Software Applications with a grade of C or higher.
CIS 155	Integrated Applications	2	Prerequisite(s): CIS 116 Spreadsheet Management; CIS 121 Word Processing Applications; and CIS 126 Database Management, each with a grade of C or higher.
BUS 290	Business Capstone	1	Prerequisite(s): EMP 1901, or concurrent.
EMP 1901	Global Employment Standards	1	
	Technical Elective ⁴	3	Suggested technical elective option.
	Technical Elective ⁴	3	Suggested technical elective option.
	General Education Elective ³	3	Recommended general education elective.
CREDIT HOURS SUBTOTAL		15	
TOTAL HOURS IN PROGRAM: 63			

Math Options¹			
Course Code	Course Title	Credit Hours	Notes
MAT 110	Intermediate Algebra	3	Prerequisite(s): Meet placement guidelines MAT 108 Beginning Algebra with a grade of "C" or higher.
MAT 135	College Algebra	3	Prerequisite(s): Meet Placement Guidelines OR MAT 109 with a grade of "C" or better OR MAT 110 with a grade of "C" or better.

English Options²			
Course Code	Course Title	Credit Hours	Notes
COM 105	English Composition I	3	Prerequisite(s): Meet placement guidelines.
COM 106	English Composition II	3	Prerequisite(s): COM 105 with a grade of "C" or higher.

General Education Elective Options³			
Course Code	Course Title	Credit Hours	Notes
COM 115	Public Speaking	3	
COM 116	Interpersonal Communications	3	Prerequisite(s): Meet placement guidelines.
HIS 106	U.S. History Since 1877	3	
HIS 105	U.S. History to 1877	3	
NTR 105	Nutrition	3	
POL 105	American Government	3	
PSY 100	General Psychology	3	
PSY 125	Human Growth & Development	3	
SOC 100	Intro to Sociology	3	
BSC 110	Biology	5	
BSC 125	Anatomy & Physiology	5	Prerequisite(s): BSC 110 with a "C" or higher or High School Anatomy & Physiology within five years with a "C" or higher and permission of instructor.
BSC 205	Microbiology	5	Prerequisite(s): BSC 110 with a "C" or higher or permission of instructor.
CHM 105	Intro to Chemistry -- KRSN CHM1030	5	Prerequisite(s): High school Algebra with "C" or higher.
CHM 110	Chemistry I--KRSN CHM1010	5	Prerequisite(s): Secondary or Post-secondary General Chemistry or Physical Science and Algebra within 5 years with grades of C or higher.
MAT 145	Elementary Statistics	3	Prerequisite(s): Meet placement guidelines OR MAT 109 with a grade of "C" or better OR MAT 110 with a grade of "C" or better.
MAT 155	Trigonometry	3	Prerequisite(s): MAT 135 College Algebra with a grade of "C" or higher.
MAT 101	Technical Mathematics I	3	Prerequisite(s): Meet placement guidelines.
MAT 109	Technical Mathematics II	3	Prerequisite(s): Meet placement guidelines OR MAT 101 with a grade of "C" or higher OR MAT 108 with a grade of "C" or higher.
COM 110	Technical Writing	3	Prerequisite(s): Meet placement guidelines.
PHY 100	General Physics	3	Prerequisite(s): Intermediate algebra.
COM 106	English Composition II	3	Prerequisite(s): COM 105 with a grade of C or higher.

Suggested Technical Elective Options⁴			
Course Code	Course Title	Credit Hours	Notes
ACC 120	Financial Accounting	3	Prerequisite(s): ACC100 with a grade of C or higher or successful completion of a basic accounting course at the high school or college level.
ACC 125	Computerized Accounting	3	Prerequisite(s): ACC 100 or higher with a grade of C or higher
ACC 130	Payroll Accounting	3	Prerequisite(s): ACC 100 or higher with a grade of C or higher
ACC 140	Managerial Accounting	3	Prerequisite(s): ACC 100 Business Accounting or successful completion of a basic accounting course at the high school or college level with a grade of C or higher.
BUS 199	Business Internship	1-3	
CIS 150	Web Page Applications	3	
CRT 100	Principles of Information Assurance	1	