



## DEGREE MAP

The following sequence is an example of how this degree can be completed in two years. This sequence is based on satisfaction of all Basic Skills requirements and prerequisites, and presumes a fall start date. An individual's program may vary depending on transfer institution, career objectives, or individual needs. See your counselor for other options and to monitor your progress.

**Program Name:** Professional Administrative Assistant-Associate of Applied Science Degree

**Location(s) Offered:**

Douglas Campus

**Learning Outcomes:** *Students who successfully complete this program will be able to do the following:*

1. Demonstrate the ability to identify and employ appropriate business etiquette, communication styles, teamwork, and dress for business office environments.
2. Explain and recommend best practices for entry-level office positions.
3. Demonstrate the skills required to be successful as administrative assistants and executive secretaries.
4. Demonstrate the ability to use ten-key touch with speed and accuracy.
5. Apply hands-on experience in a business environment.

**Course or program prerequisite(s) not included in the degree:**

BUS 106 Administrative Assistant Skills I requires CIS 116 and keyboarding skills of 30 WPM.  
CIS 116 Computer Essentials is a prerequisite for CIS 181 and other core courses; it must be taken prior to starting this four-semester sequencing.  
ENG 101 Composition requires appropriate English placement score (or see advisor).  
MAT 142 College Mathematics requires appropriate mathematics placement score (or see advisor).

**Program Reviewed:** Feb 22, 2016

**Key:**

*IW=Intensive Writing*  
*F2F=Face-to-Face Instruction*  
*ITV=Instructional Television*  
*VC=Virtual Campus/Online*

<i>Requirements</i>	<i>Course(s) Recommended</i>	<i>Delivery Method</i>	<i>Credits</i>
<b>First Semester (Fall):</b>			
Core Curriculum	BUS 104 Business Math or BUS 146 Intro Accounting	F2F,VC	3
Core Curriculum	BUS 160 Essential Workplace Success Skills	ITV,VC	3
Core Curriculum	CIS 181 Computer Applications	F2F,VC	3
General Education-Composition	ENG 101 Composition	F2F,VC	3
General Education-Liberal Arts		F2F,VC	3
General Education-Technology Literacy	CIS 116 Computer Essentials* or CIS 120 Intro to Info Systems	F2F,VC	3
<b>Second Semester (Spring):</b>			
Core Curriculum	BUS 106 Administrative Assistant Skills I	F2F	4
Core Curriculum	BUS 167 Business Communications	ITV,VC	3
General Education-Composition	ENG 102 English Composition	F2F,VC	3
General Education-Mathematics	MAT 142 College Mathematics or higher	F2F,VC	3-4
<b>Third Semester (Fall):</b>			
Core Curriculum	BUS 206 Administrative Assistant Skills II	F2F	4
Core Curriculum	BUS 207 Office Administration	F2F	3
Core Curriculum	BUS 209 Business Speech Communications	F2F	3
Core Curriculum	BUS 210 Automated Office Procedures	F2F	3
Core Curriculum	BUS 216 Administrative Assistant Skills III	F2F	4
<b>Fourth Semester (Spring):</b>			
Core Curriculum	BUS 211 Automated Office Procedures	F2F	3
Core Curriculum	BUS 217 Administrative Assistant Skills IV	F2F	3
Core Curriculum	CIS 268 Technical Presentations	F2F,VC	4
General Education-Liberal Arts		F2F,VC	3
Elective		F2F,VC	2-3

**Total credits required:** 64

**Notes:**

\*CIS 116 Computer Essentials is a prerequisite for CIS 181 and other core courses; it must be taken prior to starting this four-semester sequencing.