

# ADMINISTRATIVE ASSISTANT—GENERAL

New enrollments into this program are restricted as of Spring 2025. Please contact an academic advisor about alternative options.

## Program Certificate Checklist

- Fulfill the College Degree Requirements in conjunction with this degree plan.
- Consult an Academic Advisor to ensure all academic requirements are met.

## Summary

Total Credits 30

## Degree Plan

### Prescribed Program

Select 30 credits from the following: 30

ACCT 200	Elements of Accounting I
BADM 202	Principles of Management
BADM 224	Management Information Systems
BADM 281	Organizational Behavior
BADM 282	Human Resource Management
BOTE 108	Business Mathematics
BOTE 121	Business English (Fall)
BOTE 152	Keyboarding II (Spring) <sup>1</sup>
BOTE 197	Cooperative Education/Internship
BOTE 210	Business Communications
BUSN 120	Fundamentals of Business
CIS 102	Computer Software Applications - Word (Spring) <sup>2</sup>
CIS 104	Microcomputer Database <sup>2</sup>
CIS 105	Microcomputer Spreadsheets <sup>2</sup>
CIS 130	Presentations (Spring) <sup>2</sup>
CIS 147	Principles of Information Security
CSCI 101	Introduction to Computers

Total Credit 30

## Footnotes

These courses may be applied toward an Associate in Applied Science Degree in Administrative Assistant - General.

<sup>1</sup>

A prerequisite for Keyboarding II (BOTE 152) is to be able to key with proper technique approximately 40+ words a minute.

<sup>2</sup>

CIS 102, CIS 104, CIS 105 and CIS 130 may be challenged.