

ADMINISTRATIVE ASSISTANT—MEDICAL

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

Associate in Applied Science Checklist

- View the General Education Matrix for a complete list of qualifying courses.
- Fulfill the College Degree Requirements in conjunction with this degree plan.
- Consult an Academic Advisor to ensure all academic requirements are met.

Summary

Prescribed Program	46-48
General Education	15-16
Digital Literacy	
Total Credits	61-64

Degree Plan

Prescribed Program

ACCT 200	Elements of Accounting I	3
BADM 202	Principles of Management	3
BADM 281	Organizational Behavior	3
BIOL 115	Concepts of Anatomy & Physiology ¹	3
BOTE 108	Business Mathematics	3
BOTE 121	Business English (Fall)	3
BOTE 152	Keyboarding II (Spring) ²	3
BOTE 171	Medical Terminology	3
BOTE 172	Medical Terminology (Spring)	3
BOTE 197	Cooperative Education/Internship (1 credit minimum is required.)	1-3
BOTE 210	Business Communications	3
CIS 102	Computer Software Applications - Word (Spring) ³	3
CIS 104	Microcomputer Database ³	3
CIS 105	Microcomputer Spreadsheets ³	3
CIS 130	Presentations (Spring) ³	3
CIS 147	Principles of Information Security ⁴	3
Total Credits		46-48

General Education

Written or Oral Communications

ENGL 110	College Composition I	3
Select one of the following:		3
ENGL 120	College Composition II	
ENGL 125	Introduction to Professional Writing	
COMM 110	Fundamentals of Public Speaking	
Credits Subtotal		6

Arts & Humanities/Social & Behavioral Sciences

Select one of the following recommended courses:		3
HIST 103	United States to 1877	
ECON 201	Principles of Microeconomics	
PSYC 111	Introduction to Psychology	

SOC 110	Introduction to Sociology	
Credits Subtotal		3
Business, Math, Science & Technology (Two Areas of Study)		
CSCI 101	Introduction to Computers (Required) ⁴	3
Select one of the following recommended courses:		3-4
MATH 110	Math in Society	
MATH 137	Applied Algebra	
CIS 164	Networking Fundamentals I	
Credits Subtotal		6-7
General Education Total Credits		15-16

Digital Literacy

Select one of the following:

CSCI 101	Introduction to Computers ⁴
CIS 147	Principles of Information Security ⁴
BSC Approved Training Course	
NDUS Institution Approved Training Course	
NDUS Institution Designated Digital Literacy Course	

Footnotes

¹

BIOL 115L is not required.

²

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

³

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

⁴

CSCI 101, CIS 147 or courses transferred in from another NDUS Institution that are listed as both general education and digital literacy may satisfy both requirements upon successful completion.