ADMINISTRATIVE PROFESSIONAL, ASSOCIATE IN APPLIED SCIENCE

BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT

Program Requirements

Program Prerequisites: None

Code	Title	Credits	Semester
Required Courses			_____
BPC110	Computer Usage and Applications	3	_____
or CIS105	Survey of Computer Information Systems		_____
ACC115	Computerized Accounting	3	_____
CIS113DE	Microsoft Word: Word Processing	3	_____
CIS114DE	Excel Spreadsheet	3	_____
FYE101	Introduction to College, Career and Personal Success	1-3	_____
or FYE103	Exploration of College, Career and Personal Success		_____
GBS120	Workplace Communication Skills	3	_____
GBS131	Business Calculations	3	_____
GBS151	Introduction to Business	3	_____
Select three of the following:		3	_____
BPC101AA	Introduction to Computers I		_____
BPC/OAS111AA	Computer Keyboarding I		_____
CIS121AE	Windows Operating System: Level I		_____
CIS121AI	Mac Operating System		_____
CIS122AE	Windows Operating System: Level II		_____
CIS133AA	Internet/Web Development Level I-A		_____
Restricted Electives			_____
Select fifteen (15) credits from the following courses, except courses used to satisfy the Required Courses area, in consultation with a program advisor:		15	_____
ACC+++	Any ACC Accounting prefixed course [1]		_____
MGT251	Human Relations in Business		_____
MGT126	Customer Service Skills and Strategies		_____
CIS133DA	Internet/Web Development Level I		_____
CIS214DE	Advanced Excel Spreadsheet: Level II		_____
CIS103	Introduction to Social Media		_____
MKT110	Marketing and Social Networking		_____
CIS117DM	Microsoft Access: Database Management		_____
GBS205	Legal, Ethical, and Regulatory Issues in Business		_____
MKT271	Principles of Marketing		_____
General Education			_____
Core			_____
First-Year Composition			_____
ENG101	First-Year Composition	3	_____
or ENG107	First-Year Composition for ESL		_____
ENG102	First-Year Composition	3	_____
or ENG108	First-Year Composition for ESL		_____
Oral Communication			_____
Select one of the following:		3	_____
COM100	Introduction to Human Communication		_____
COM110	Interpersonal Communication		_____
COM225	Public Speaking		_____
COM230	Small Group Communication		_____
Critical Reading			_____

Any approved general education course from the Critical Reading area **or** Equivalent as indicated by assessment		0-3	_____
Mathematics			_____
Any approved general education course(s) in the Mathematics area **or** Equivalent as indicated by assessment		3-6	_____
Distribution			**_____**
Humanities, Arts and Design			_____
Any approved general education course(s) from the Humanities, Arts and Design area		3	_____
Social and Behavioral Sciences			_____
SBU200	Society and Business	3	_____
Natural Sciences			_____
Any approved general education course(s) in the Natural Sciences area		4	_____
Total Credits		**62-70**	**_____**

[1] Except ACC115 Computerized Accounting