

# ADMINISTRATIVE PROFESSIONAL, ASSOCIATE IN APPLIED SCIENCE



## BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT

### Program Requirements

Program Prerequisites: None

Code	Title	Credits	Semester
<b>Required Courses</b>			
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			_____
<b>Restricted Electives</b>			

Select fifteen (15) credits from the following courses, except courses used to satisfy the Required Courses area, in consultation with a program advisor:

ACC+++	Any ACC Accounting prefixed course <sup>1</sup>	15	_____
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

2 *Administrative Professional, Associate in Applied Science*

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

<sup>1</sup> Except ACC115 Computerized Accounting