

ADMINISTRATIVE ASSISTANT

AAB

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
CIS101 Personal Computer Applications 3	AAT208 PowerPoint Concepts ▲ 3	ACC100 Office Accounting 4	CIS225 Database Concepts ▲ 3
MGT201 Principles of Management ▲ 3	AAT202 Introduction to Word Processing ▲ 2	AAT203 Advanced Word Processing ▲ 3	MTH128 Statistics ▲ 3
CSS106 Succeeding in College 1	AAT214 General Office Procedures ▲ 3	CIS222 Spreadsheet Concepts ▲ 3	AAT250 Administrative Assistant Practicum ▲ 2
ENG101 English Composition I 3	ENG103 Business Communications 3	SOC205 Social Problems 3	AAT251 Administrative Assistant Practicum Seminar ▲ 1
GLE111 Earth Science 4	MGT202 Organizational Behavior ▲ 3	IDM111 Web Languages 3	PHI202 Ethics 3
MTH103 Business Math 3			PSY101 General Psychology 3
17 CREDITS	14 CREDITS	16 CREDITS	15 CREDITS
61 SEMESTER CREDITS			
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.			