



# Administrative Assistant Associate in Applied Science Degree (206)

BEGIN

## SEMESTER 1 – FALL

|  | CREDITS   | PREREQUISITE              |
|--|-----------|---------------------------|
| <input type="checkbox"/> FYS 101 First Year Experience     | 1 credit  | Prerequisite: see catalog |
| <input type="checkbox"/> ENGL 151 Freshman Composition     | 3 credits | Prerequisite: see catalog |
| <input type="checkbox"/> BUAD 101 Introduction to Business | 3 credits | Prerequisite: see catalog |
| <input type="checkbox"/> ACCO 101 General Accounting       | 4 credits | Prerequisite: see catalog |
| <input type="checkbox"/> OIT 154 Microsoft PowerPoint Core | 3 credits |                           |
| <input type="checkbox"/> OIT 161 Applications Software     | 3 credits | Prerequisite: see catalog |

### SEMESTER TOTAL CREDITS 17

## SEMESTER 2 – SPRING

|   | CREDITS   | PREREQUISITE              |
|---|-----------|---------------------------|
| <input type="checkbox"/> ACCO 102 General Accounting              | 4 credits | Prerequisite: ACCO 101    |
| <input type="checkbox"/> PSYC 201 Introduction to Psychology      | 3 credits | Prerequisite: see catalog |
| <input type="checkbox"/> OIT 130 Office Procedures/Keyboarding 1  | 4 credits |                           |
| <input type="checkbox"/> ECON 201 Principles of Economics — MACRO | 3 credits | Prerequisite: see catalog |
| <input type="checkbox"/> BUAD 213 Business Statistics             | 3 credits | Prerequisite: see catalog |

### SEMESTER TOTAL CREDITS 17

## SEMESTER 3 – FALL

|  | CREDITS   | PREREQUISITE              |
|--|-----------|---------------------------|
| COMM 101 Foundations of Interpersonal Communication, OR  |           |                           |
| <input type="checkbox"/> COMM 111 Business and Technical Communication, OR<br>COMM 207 Public Speaking | 3 credits | Prerequisite: see catalog |
| <input type="checkbox"/> ART 211 Art Appreciation, OR<br>MUSI 211 Music Appreciation                   | 3 credits | Prerequisite: see catalog |
| <input type="checkbox"/> BUAD 201 Business Law   | 3 credits | Prerequisite: BUAD 101    |
| <input type="checkbox"/> OIT 131 Keyboarding 2   | 3 credits |                           |
| <input type="checkbox"/> ECON 202 Principles of Economics — MICRO                                      | 3 credits | Prerequisite: see catalog |

### SEMESTER TOTAL CREDITS 15

## SEMESTER 4 – SPRING

|  | CREDITS   | PREREQUISITE              |
|--|-----------|---------------------------|
| <input type="checkbox"/> BUAD 274 Organizational Behavior  | 3 credits | Prerequisite: BUAD 101    |
| <input type="checkbox"/> OIT 157 Microsoft Access Core     | 3 credits |                           |
| <input type="checkbox"/> OIT 162 Microsoft Word Expert     | 3 credits |                           |
| <input type="checkbox"/> OIT 163 Microsoft Excel Expert    | 3 credits |                           |
| <input type="checkbox"/> OIT 198 Microsoft Outlook/OneNote | 3 credits | Prerequisite: see catalog |

### SEMESTER TOTAL CREDITS 15

**You're Finished! TOTAL CREDITS 64**

## NOTES

Check the KCC online Academic Catalog for degree and prerequisite criteria.

Students should seek advice from their Academic Advisor to ensure they are meeting program requirements.

It is the student's responsibility to verify the Michigan Transfer Agreement and all transfer courses with the transfer institution.

Information contained in the mapping document was, to the best knowledge of Kellogg Community College staff, considered correct when published. However, this mapping document should not be considered a contract between Kellogg Community College and any student.