



Administrative Assistant Associate in Applied Science Degree (206)

BEGIN

SEMESTER 1

	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

	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

	CREDITS	PREREQUISITE
COMM 101 Foundations of Interpersonal Communication, OR		
<input type="checkbox"/> COMM 111 Business and Technical Communication, OR COMM 207 Public Speaking	3 credits	Prerequisite: see catalog
<input type="checkbox"/> ART 211 Art Appreciation, OR 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

	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.