

# ADMINISTRATIVE ASSISTANT—GENERAL

New enrollments into this program are restricted as of Spring 2025. Please contact an academic advisor about alternative options.

## Associate in Applied Science Checklist

- View the General Education Matrix for a complete list of qualifying courses.
- Fulfill the College Degree Requirements in conjunction with this degree plan.
- Consult an Academic Advisor to ensure all academic requirements are met.

## Summary

Prescribed Program	40-42
General Education	15-16
Digital Literacy	
Electives	6
<b>Total Credits</b>	<b>61-64</b>

## Degree Plan

### Prescribed Program

ACCT 200	Elements of Accounting I	3
BADM 202	Principles of Management	3
BADM 281	Organizational Behavior	3
BADM 282	Human Resource Management	3
BOTE 108	Business Mathematics	3
BOTE 121	Business English (Fall)	3
BOTE 152	Keyboarding II (Spring) <sup>1</sup>	3
BOTE 197	Cooperative Education/Internship (1 credit minimum is required)	1-3
BOTE 210	Business Communications	3
CIS 102	Computer Software Applications - Word (Spring) <sup>2</sup>	3
CIS 104	Microcomputer Database <sup>2</sup>	3
CIS 105	Microcomputer Spreadsheets <sup>2</sup>	3
CIS 130	Presentations (Spring) <sup>2</sup>	3
CIS 147	Principles of Information Security <sup>3</sup>	3
<b>Total Credits</b>		<b>40-42</b>

### General Education

#### Written or Oral Communications

ENGL 110	College Composition I	3
Select one of the following:		3
ENGL 120	College Composition II	
ENGL 125	Introduction to Professional Writing	
COMM 110	Fundamentals of Public Speaking	
<b>Credits Subtotal</b>		<b>6</b>

#### Arts & Humanities/Social & Behavioral Sciences

Select one of the following recommended courses:		3
HIST 103	United States to 1877	
ECON 201	Principles of Microeconomics	
PSYC 111	Introduction to Psychology	

SOC 110	Introduction to Sociology	
<b>Credits Subtotal</b>		<b>3</b>

### Business, Math, Science & Technology (Two Areas of Study)

CSCI 101	Introduction to Computers (Required) <sup>3</sup>	3
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Select one of the following recommended courses:		3-4
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MATH 110	Math in Society	
MATH 137	Applied Algebra	
CIS 164	Networking Fundamentals I	

<b>Credits Subtotal</b>		<b>6-7</b>
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<b>General Education Total Credits</b>	<b>15-16</b>
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### Digital Literacy

Select one of the following:

CSCI 101	Introduction to Computers <sup>3</sup>	
CIS 147	Principles of Information Security <sup>3</sup>	
BSC Approved Training Course		
NDUS Institution Approved Training Course		
NDUS Institution Designated Digital Literacy Course		

### Electives

#### Open Electives

BADM 240	Sales (Recommended)	3
ACCT 218	Computer Applications in Business (Recommended) <sup>4</sup>	3

Any course(s) not used to additionally fulfill a requirement on this degree plan.

<b>Total Credits</b>	<b>6</b>
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### Footnotes

- <sup>1</sup> A prerequisite for Keyboarding II (BOTE 152) is to be able to key with proper technique approximately 40+ words a minute.
- <sup>2</sup> CIS 102, CIS 104, CIS 105 and CIS 130 may be challenged.
- <sup>3</sup> CSCI 101, CIS 147 or courses transferred in from another NDUS Institution that are listed as both general education and digital literacy may satisfy both requirements upon successful completion.
- <sup>4</sup> The course description for ACCT 218 can be found in the Course Description page of the 2024-2025 catalog.