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
Total Credits	**61-64**

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) [1]	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) [2]	3
CIS 104	Microcomputer Database [2]	3
CIS 105	Microcomputer Spreadsheets [2]	3
CIS 130	Presentations (Spring) [2]	3
CIS 147	Principles of Information Security [3]	3
Total Credits		**40-42**

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	
Credits Subtotal		**6**

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	
Credits Subtotal		**3**

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

CSCI 101	Introduction to Computers (Required) [3]	3
Select one of the following recommended courses:		3-4
MATH 110	Math in Society	
MATH 137	Applied Algebra	
CIS 164	Networking Fundamentals I	
Credits Subtotal		**6-7**

General Education Total Credits		**15-16**

Digital Literacy

Select one of the following:		
CSCI 101	Introduction to Computers [3]	
CIS 147	Principles of Information Security [3]	
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) [4]		3
Any course(s) not used to additionally fulfill a requirement on this degree plan.		
Total Credits		**6**

Footnotes

1

A prerequisite for Keyboarding II (BOTE 152) is to be able to key with proper technique approximately 40+ words a minute.

2

CIS 102, CIS 104, CIS 105 and CIS 130 may be challenged.

3

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.

4

The course description for ACCT 218 can be found in the Course Description page of the 2024-2025 catalog.