



**2022-2023 Contract of Study: Course Requirements & Suggested Sequence
Administrative Assistant - AAS – 60-61 Credits**

Name: _____ **ID #:** _____
Address: _____
Tel No: () _____ **Cell:** () _____
Email: _____ **Date:** _____

Code AA	Course #	Course Name	Cr	Term/grade	Notes
Pre-Program Requirements					
<input type="checkbox"/>	Math Comp				
First Semester:					
<input type="checkbox"/>	CPT 1207	Computer Applications	3		
<input type="checkbox"/>	BUS 1310	Principles of Management	3		
<input type="checkbox"/>	ENG 1001	Composition I	3		
<input type="checkbox"/>	PED	Physical Education Elective	1		
<input type="checkbox"/>	SCI	A course with the SCI prefix with lab	4		
Second Semester: 14					
<input type="checkbox"/>	BUS 1101	Business Mathematics	3		
<input type="checkbox"/>	BUS 1125	Business Communications	3		
<input type="checkbox"/>	BUS 1651	Virtual Office Management	3		Offered spring only
<input type="checkbox"/>	BUS or CPT	A BUS or CPT Elective by Advisement	3		
<input type="checkbox"/>	Elective	Liberal Arts Elective*	3		
Third Semester: 15					
<input type="checkbox"/>	BUS 1402	Fundamentals of Accounting	3		
<input type="checkbox"/>	BUS 1652	Human Resource Management	3		
<input type="checkbox"/>	ECO 1401 ECO 1402	Macroeconomics OR Microeconomics	3		Gen Ed 3
<input type="checkbox"/>	ENG 1301	Fundamentals of Speech	3		
<input type="checkbox"/>	PED	PED Physical Education elective	1		
<input type="checkbox"/>	Elective	Free elective by advisement	3-4		
Fourth Semester: 16-17					
<input type="checkbox"/>	BUS 2122	Computer Applications for Business	3		
<input type="checkbox"/>	BUS 2418	Computer Accounting with QuickBooks	3		
<input type="checkbox"/>	CPT 1225	Microsoft Excel	3		Offered spring only
<input type="checkbox"/>	Elective	A Liberal Arts elective*	3		
<input type="checkbox"/>	Elective	A Liberal Arts elective*	3		
GRADUATION	Degree date:	15	Total Credits Earned:		

* All AAS degrees require ENG 1001 Composition I, ENG 1301 Fundamentals of Speech, a 4 credit science course with lab and a minimum of 10 additional Liberal Arts credits from at least two other areas of study. Liberal Arts prefixes: ANT, ECO, ENG, FLA, GEO, HIS, HON, HUM, MAT, POL, PSY, SCI, and SOC. COM 1301, Interpersonal Communications, COM 1305, Intercultural Communication, COM 2110 Intro to Media Communications, CPT 1210, Computer Literacy, CPT 1301, Logic and Problem Solving, CRJ 1115, Introduction to Criminal Justice, and THE 1700, Theater History I are also classified as liberal arts.

By signing this contract, I commit myself to study and work until I have successfully completed this program. My advisor acknowledges my commitment and pledges to support my endeavors.

Student Signature: _____ Date: _____
 Advisor Signature: _____ Date: _____