2023-2024 Contract of Study: Course Requirements & Suggested Sequence
Administrative Assistant - AAS - 60 Credits

Name: _____ **ID #:** _____

Address: _____

Tel No: (___) _____ **Cell:** (___) _____

Email: _____ **Date:** _____

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