

Student Name: _____

Colleague #: _____

Date: _____

ADMINISTRATIVE ASSISTANT

(2007-2012)

(785) ALLEGHENY, BOYCE NORTH, SOUTH
Associate of Applied Science

First Semester

		Credits	Term Taken	CCAC Grade	TRF/CBE* CLEP/AP*
CIT-100	Computer Fundamentals & Applications	3	_____	_____	_____
CIT-102	Computer Keyboarding	3	_____	_____	_____
ENG-101	English Composition 1	3	_____	_____	_____
PSY-101	Introduction to Psychology	3	_____	_____	_____
	Mathematics Elective	3-4	_____	_____	_____

Second Semester

BUS-130	Business Communications	3	_____	_____	_____
CIT-140	Office Productivity Applications	4	_____	_____	_____
CIT-141	Word Processing	3	_____	_____	_____
ENG-102	English Composition 2	3	_____	_____	_____
SPH-101	Oral Communication	3	_____	_____	_____

Third Semester

CIT-115	Introduction to Information Technology	3	_____	_____	_____
CIT-142	Desktop Publishing Concepts	3	_____	_____	_____
CIT-607	Office Management: Outlook	1	_____	_____	_____
	Accounting Elective	3-4	_____	_____	_____
	Restricted Elective*	3	_____	_____	_____
	Restricted Elective*	3	_____	_____	_____

Fourth Semester

CIT-206	Administrative Technology & Procedures	3	_____	_____	_____
	Restricted Elective*	3	_____	_____	_____
	Restricted Elective*	3	_____	_____	_____
	Restricted Elective*	3	_____	_____	_____
	Science Elective	3-4	_____	_____	_____

Minimum Credits to Graduate 62-65

Comments: _____

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* TRF=Transfer Credit CBE=Credit by Exam CLEP=College Level Examination Program AP=Advanced Placement Examination.

This advising/graduation checklist lists the program requirements for students entering CCAC in the academic year indicated. A continuing student may graduate with the requirements in effect the year the student entered CCAC. All students must earn 30 college level credits in CCAC classes (this includes distance education courses) and have a minimum institutional GPA of 2.0. Mathematics electives must be at the 100 level. The remaining program credits may include transfer credit, credit by examination, CLEP or AP examinations. Institutional credits and GPA are used to determine eligibility for graduation.

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ADMINISTRATIVE ASSISTANT (continued)

(2007-2012)

(785) ALLEGHENY, BOYCE NORTH, SOUTH
Associate of Applied Science

*Restricted Electives (5 required)		Credits
ALH-140	Medical Terminology	3
BUS-103	Principles of Management	3
BUS-108	Principles of Finance	3
BUS-140	Introduction to E-Commerce	3
BUS-200	Principles of Supervision	3
BUS-251	Business Law 1	3
MDA-208	Medical Financial Management	3
MDT-101	Medical Transcription 1	3
PAL-101	Legal Research and Writing	3
PAL-111	Litigation 1	3
PAL-105	Family Law	3
PAL-121	Estates and Trusts 1	3
TRV-210	Computerized Reservations System	3

Students considering a career path as a general administrative assistant should take the following restricted electives: BUS-103, BUS-108, BUS-140, BUS-200, and TRV-210.

Students considering a career path as a legal office administrative assistant should take the following restricted electives: PAL-101, PAL-111, PAL-105, and PAL-121.

Students considering a career path as a medical office administrative assistant should take the following restricted electives: ALH-140, MDA-208, and MDT-101.

Comments: _____

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