

Business Administrative Assistant Academic Degree Map

Certificate B



Year 1 – Fall Semester			
Course Code	Course Title	Credits	Notes
ACC 100	Business Accounting	3	
CIS 100	Software Applications	3	
BUS 120	Business English	3	
BUS 111 OR BUS 255	Personal Finance Principles of Management	3	
BUS 185	Business Ethics & Human Relations	3	
	Math Option ¹	3	Based upon placement testing requirements.
CREDIT HOURS SUBTOTAL		18	
Year 1 – Spring Semester			
Course Code	Course Title	Credits	Notes
BUS 125	Business Communication	3	
BUS 130	Records and Information Management	3	Prerequisite(s): CIS 100
BUS 220	Administrative Procedures	3	Prerequisite(s): CIS 100 with a grade of C or higher.
CIS 121	Word Processing	2	Prerequisite(s): CIS 100 Software Applications with a grade of C or higher
CIS 116	Spreadsheet Management	2	Prerequisite(s): CIS 100 Software Applications with a grade of C or higher.
CIS 126	Database Management	2	Prerequisite(s): CIS 100 Software Applications with a grade of C or higher.
CREDIT HOURS SUBTOTAL		15	
TOTAL HOURS IN PROGRAM: 33			

Math Options¹			
Course Code	Course Title	Credit Hours	Notes
MAT 101	Technical Mathematics I	3	Prerequisite(s): Meet placement guidelines.
MAT 108	Beginning Algebra	3	
MAT 109	Technical Mathematics II	3	Prerequisite(s): Meet placement guidelines OR MAT 101 with a grade of "C" or higher OR MAT 108 with a grade of "C" or higher.
MAT 110	Intermediate Algebra	3	Prerequisite(s): Meet placement guidelines OR MAT 108 Beginning Algebra with a grade of "C" or higher.
MAT 135	College Algebra	3	Prerequisite(s): Meet Placement Guidelines OR MAT 109 with a grade of "C" or better OR MAT 110 with a grade of "C" or better.