

# 2017-2018 Catalog

## GUIDED PATHWAYS TO SUCCESS: (122) EXECUTIVE ADMINISTRATIVE ASSISTANT: BUSINESS STUDIES, AAS

FIRST SEMESTER (16 hours)			Milestone?
ORNT 90	FYS: First Year Seminar	1	
ACC 122	Principles of Accounting I	3	
ENG 101	College Composition I	3	
CIT 120	Microsoft Word I	3	
MATH 109	Math of Business and Finance	3	
PSYC 155	Human Relations	3	
SECOND SEMESTER (15 hours)			
ACC 123	Principles of Accounting II	3	
ECON 105	Principles of Microeconomics	3	
CIT 107	Excel	3	
CIT 112	Microsoft Access	3	
MKT 230	Principles of Marketing	3	
THIRD SEMESTER (15 hours)			
BA 100	Intro to Business	3	
BA 240	Business Law I	3	
CIT 159	Publisher	3	
MGT 250	Principles of Management	3	
PAL 100 or PAL 110	Drafting Legal Documents OR Legal Ethics	3	
FOURTH SEMESTER (15 Hours)			
ACC 222	Computerized Accounting	3	
BA 241	Business Law I	3	
BA 265	Business Communication	3	
BA 280	Business Internship	3	
SPCH 105	Fundamentals of Speech Communication	3	

**KEY:**  Milestone  Certification Option



Your **ACADEMIC MAP** includes all of the courses required in your degree program, organized in a semester-by-semester sequence that allows you to graduate on time without losing credits, missing classes or falling out of your cohort.

### Job Title

- Administrative Assistant, Secretary, Office Manager, Word Processing Supervisor, Lead Secretary, Office and Administrative Support Supervisor, Administrative Technology Specialist

### Wage and Employment Trends

- \$53,370 Annual (2015)
- 777,000 Employees (2014)
- Projected Job Decline (-2% or lower between 2014-2024)
- 81,900 Projected Job Openings between 2014-2024

We understand that managing multiple responsibilities while attending college can make life complex for many students. So, we pledge to do *our* part, through individualized advising and support, to help *you* make collegiate choices that will lead straight to the finish line.