KELLOGG COMMUNITY COLLEGE

PROGRAM MAP

ASSOCIATE OF APPLIED SCIENCE IN ADMINISTRATIVE ASSISTANT

kellogg.edu

AAS Degree (Program Code 206)

A student's placement on this program map is contingent upon meeting prerequisite or other academic requirements.

YEAR 1

SEMESTER 1	**CREDITS**
FYS 101	1 cr.
ENGL 151 or 151H	3 cr.
BUAD 101	3 cr.
ACCO 101	4 cr.
OIT 154	3 cr.
OIT 161	3 cr.

SEMESTER TOTAL MINIMUM CREDITS: 17

SEMESTER 2	
ART 211 or MUSI 211	3 cr.
ECON 201	3 cr.
BUAD 213	3 cr.
ACCO 102	4 cr.
OIT 130	4 cr.

SEMESTER TOTAL MINIMUM CREDITS: 17

YEAR 2

SEMESTER 3	
COMM 110 or COMM 111 or COMM 207	3 cr.
ART 211 or MUSI 211	3 cr.
BUAD 201	3 cr.
OIT 131	3 cr.
ECON 202	3 cr.

SEMESTER TOTAL MINIMUM CREDITS: 15

SEMESTER 4	
OIT 157	3 cr.
BUAD 274	3 cr.
OIT 162	3 cr.
OIT 163	3 cr.
OIT 198	3 cr.

SEMESTER TOTAL MINIMUM CREDITS: 15

Finished! Total credits: 63-64

IMPORTANT NOTES:

Students should seek an appointment with an Academic Advisor to determine courses which best meet individual academic goals and to discuss transfer options including verification of courses towards the completion of the Michigan Transfer Agreement (MTA). Students must complete a minimum of 60 credits in approved courses to earn a degree at Kellogg Community College with a minimum cumulative grade point average of 2.0 or higher. Contact Academic Advising at ***kellogg.edu/advising*** *or call* ***269 965-4124.***

Academic Department Contact Information:
Contact the Information Technology Department for more information at ***269 966-4087****.*

Information contained in the mapping document is to the best knowledge of Kellogg Community College staff, considered correct when published. This mapping document should not be considered a contract between Kellogg Community College and any student.