**KELLOGG**
COMMUNITY COLLEGE

# 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: First-Year Seminar ...................................1 cr.
ENGL 151: Freshman Composition
  or ENGL 151H: Freshman Composition-Honors .....3 cr.
BUAD 101: Introduction to Business....................3 cr.
ACCO 101: General Accounting.........................4 cr.
OIT 154: Microsoft PowerPoint Core..................3 cr.
OIT 161: Microsoft Office Application Software ......3 cr.
**SEMESTER TOTAL MINIMUM CREDITS: 17**

### SEMESTER 2
ART 211: Art Appreciation
  or MUSI 211: Music Appreciation.......................3 cr.
ECON 201: Principles of Economics-MACRO.......3 cr.
BUAD 213: Business Statistics ............................3 cr.
ACCO 102: General Accounting .........................4 cr.
OIT 130: Office Procedures/Keyboarding 1 ........4 cr.
**SEMESTER TOTAL MINIMUM CREDITS: 17**

### YEAR 2
**SEMESTER 3**
COMM 110: Intro to Communication Studies
  or COMM 111: Business and Technical Comm.......3 cr.
  or COMM 207: Public Speaking ........................3 cr.
SERV 200: Service-Learning ..............................3 cr.
BUAD 201: Business Law ...................................3 cr.
OIT 131: Keyboarding 2 ......................................3 cr.
ECON 202: Principles of Economics-MICRO ........3 cr.
**SEMESTER TOTAL MINIMUM CREDITS: 15**

### SEMESTER 4
OIT 157: Microsoft Access ..................................3 cr.
BUAD 274: Organizational Behavior....................3 cr.
OIT 162: Microsoft Word Expert ..........................3 cr.
OIT 163: Microsoft Excel Expert...........................3 cr.
OIT 198: Microsoft Outlook/OneNote..................3 cr.
**SEMESTER TOTAL MINIMUM CREDITS: 15**

**Finished! Total credits: 64**

*This map represents a recommended sequence.*

**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**.*

*High School Dual Enrolled and Early College students should contact the Admissions Office at **dualenrollment@kellogg.edu** or call **269-965-4153**. Additional Early College program map option are available at **kellogg.edu/admissions/earlycollege**.*

*Service-learning endorsement is required! Additional required degree criteria is listed in KCC's Academic Catalog under degree and certificate requirements.*

***Academic Department Contact Information:***
*Contact the Business, Information Technology, and Public Safety Education Department for more information at **269-965-4121**.*

*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.*