CAREER & TRANSFER AREAS OF STUDY:
Business & Computer Information Technology

KELLOGG COMMUNITY COLLEGE

kellogg.edu

ASSOCIATE OF APPLIED SCIENCE IN EXECUTIVE ASSISTANT

AAS Degree (Program Code 292)

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.
BAS 100: Workplace Essentials.....3 cr.
BAS 105: College Keyboarding .....1 cr.
BAS 110: Emerging Tech & Web Applications .....3 cr.
ENGL 151: Freshman Composition
or ENGL 151H: Freshman Composition Honors.....3 cr.
BUAD 101: Introduction to Business.....3 cr.
SEMESTER TOTAL MINIMUM CREDITS: 14

SEMESTER 2

BAS 130: Professional Communication .....3 cr.
BAS 210: Document Applications .....3 cr.
BAS 220: Spreadsheet Applications.....3 cr.
PHIL 202: Introduction to Ethics.....3 cr.
ECON 201: Macroeconomics .....3 cr.
SEMESTER TOTAL MINIMUM CREDITS: 15

YEAR 2

SEMESTER 3

ACCO 101: General Accounting.....4 cr.
BAS 150: Presentation Applications.....3 cr.
IT 110: Project Management.....3 cr.
BAS 140: Communication Applications .....3 cr.
BUAD 212: Personal Finance
or BUAD 214: Business Statistics
or ECON 202: Microeconomics..... 3 cr.
SEMESTER TOTAL MINIMUM CREDITS: 16

SEMESTER 4

BAS 260: Business Services & Operations (CT) ..4 cr.
BUAD 201: Business Law .....3 cr.
SERV 200: Service Learning .....3 cr.
BUAD 274: Organizational Behavior.....3 cr.
COMM 110: Intro to Communication
or COMM 111: Business & Tech Comm
or COMM 207: Public Speaking..... 3 cr.
SEMESTER TOTAL MINIMUM CREDITS: 16

Finished! Total credits: 61

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 and Information Technology 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.