



ASSOCIATE IN APPLIED SCIENCE
Administrative Professional

curriculum code: 2476 | HEGIS code: 5005
 minimum credit hours required: 60

This degree program provides the student with skills necessary to prepare for employment in today's technology-enhanced office settings. Training is available for those who have had no office preparation and for students with limited office skills who desire to enhance or update present skills. The program emphasizes written communication in a variety of formats using technologically advanced equipment, financial tasks, management of records and files, and the use of a variety of software packages. The ability to develop decision-making and problem-solving skills will be stressed throughout the program. Upon completion of the program, students will be able to enter the workplace or transfer credits to a four-year institution. **Program is also available online.**

		Degree Requirements		
LEVEL I: INQUIRE		8 credit hours		
		JCC	SUNY	LAS
INT 1555: Inquire	2	Critical & Integrative Reasoning		X
ENG 1510: English Composition I	3	College Composition	HUMA	H
BUS1420: Office Procedures	3			
LEVEL II: GROW		37 credit hours		
ENG 1530: English Composition II	3	College Comp & Oral CMM	BCOM	H
Mathematics Elective	3	Mathematical Reasoning	MATH	N
Natural Sciences Elective - SUNY Gen Ed	3	Natural Sciences - Scientific Reasoning	NSCI	N
Social Sciences Elective - SUNY Gen Ed	3	Social Sciences - Scientific Reasoning	SOSC	S
Social Sciences Elective choose a Cultural Understanding Course	3	Cultural Understanding	SOSC	S
BUS 1360: Keyboarding/Word Processing	3			
BUS1410: Accounting Fundamentals	3			
BUS 1500: Introduction to Business	3			
BUS 2320: Word Processing Production	4			
CSC 1560: Computer Application Software I	4			
BUS 2550 OR BUS 2570 OR BUS 2580: Marketing OR Principles of Management OR Management & Organizational Behavior	3			
Program Core Elective choose any BUS course	3			
LEVEL III: CONNECT		8 credit hours		
Program Core Elective choose a BUS Global Perspectives Course	3	Global Perspectives	X	X
BUS2420: Professional Development/Internship	5	Applied Learning		
ELECTIVES		7 credit hours		
Total Credits: 60			not required	30