

- Associate of Applied Science – Administrative Business Assistant (AAS) 92

FIRST QUARTER

COURSE	TITLE	CR
ABA 101	SMART START	5
ABA 102	PROF BUSINESS SKILLS	5
ABA 105	KEYBOARDING I	5
GENED	MATH or ENGL	5

TOTAL CREDITS 20

SECOND QUARTER

COURSE	TITLE	CR
ABA 110	MS WORD I	5
ABA 111	MS OUTLOOK	2
ABA 113	BUSINESS GRAMMAR	5

TOTAL CREDITS 12

THIRD QUARTER

COURSE	TITLE	CR
ABA 203	MS EXCEL I	5
ENGL 175	PROFESSIONAL WRITING	5
ABA 109	BUSINESS ETHICS	2
GENED	MATH or ENGL	5

TOTAL CREDITS 17

FOURTH QUARTER

COURSE	TITLE	CR
ABA 108	RECORDS MANAGEMENT	5
ABA 121	MS WORD II	5
ABA 205	MS ACCESS	3

TOTAL CREDITS 13

FIFTH QUARTER

COURSE	TITLE	CR
ABA 223	MS EXCEL II	5
CMST&220	PUBLIC SPEAKING	5
ACCT& 201	PRINCIPLES OF ACCTG	5

TOTAL CREDITS 15

SIXTH QUARTER

COURSE	TITLE	CR
HREL 111	COLLEGE/JOB SEARCH SUCCESS	5
ACCT 207	QUICKBOOKS	5
ABA 204	MS POWERPOINT	3

TOTAL CREDITS 13

ELECTIVES (2 CR. REQUIRED)

COURSE	TITLE	CR
ABA296	Work-Based Learning Exp	1
	AND	
ABA297	Work-Based Learning Seminar	1
	OR	
ABA240	Capstone Project	2

TOTAL CREDITS 2

- **Certificate of Competency – Administrative Business Assistant (CoC) 57 Credits**

FIRST QUARTER

COURSE	TITLE	CR
ABA 101	SMART START	5
ABA 102	PROF BUSINESS SKILLS	5
ABA 105	KEYBOARDING I	5

TOTAL CREDITS 15

SECOND QUARTER

COURSE	TITLE	CR
ABA 110	MS WORD I	5
ABA 111	MS OUTLOOK	2
ABA 113	BUSINESS GRAMMAR	5
MATH	Course depends on placement	5

TOTAL CREDITS 17

THIRD QUARTER

COURSE	TITLE	CR
ABA 203	MS EXCEL I	5
ENGL 175	PROFESSIONAL WRITING	5
ABA 109	BUSINESS ETHICS	2
MATH	If not already taken	

TOTAL CREDITS 12

FOURTH QUARTER

COURSE	TITLE	CR
ABA 108	RECORDS MANAGEMENT	5
ABA 121	MS WORD II	5
ABA 205	MS ACCESS	3
MATH	If not already taken	

TOTAL CREDITS 13

- **Certificate of Training - Administrative Business Assistant (CoT) 27 Credits**

FIRST QUARTER

COURSE	TITLE	CR
ABA 101	SMART START	5
ABA 102	PROF BUSINESS SKILLS	5
ABA 105	KEYBOARDING I	5

TOTAL CREDITS 15

SECOND QUARTER

COURSE	TITLE	CR
ABA 110	MS WORD I	5
ABA 111	MS OUTLOOK	2
ABA 203	MS Excel I	5

TOTAL CREDITS 12