



ADMINISTRATIVE PROFESSIONAL STUDIES

ASSOCIATE OF APPLIED SCIENCE

2025-2026

	- Complete this course as soon as possible to stay on track for graduation.	
	SEMESTER 1	
ADMN 1000	Keyboarding	3 Credits
MCIS 1050	Presentation Applications	3 Credits
ADMN 1100	Business Correspondence	3 Credits
ADMN 1200	Business Math	3 Credits
ACCT 2101	Financial Accounting I	3 Credits
	TOTAL SEMESTER CREDITS	15
	SEMESTER 2	
GBUS 1010	Introduction to Business	3 Credits
ADMN 2000	Administrative Procedures	3 Credits
MCIS 1010	Word Processing	3 Credits
MCIS 1030	Spreadsheets	3 Credits
ACCT 2110	Payroll Accounting	3 Credits
	<small>see note 1 and 2</small> TOTAL SEMESTER CREDITS	15
	SEMESTER 3	
ADMN 2100 or GBUS 2030	Business Law or Legal Environment of Business	3 Credits
ACCT 2105	Computerized Accounting	3 Credits
GBUS 2100	Personal Finance	3 Credits
CMCN 2213	Interpersonal Communications	3 Credits
GBUS XXXX	Choose from: GBUS 1060, 2010, 2020, 2065, 2903	3 Credits
	Technical Diploma – Administrative Professional Studies TOTAL SEMESTER CREDITS	15
	SEMESTER 4	
ENGL 1010	Rhetoric and Composition	3 Credits
MATH 1105	College Algebra	3 Credits
Humanities	Choose from General Education Courses: History (HIST); English (ENGL 2XXX) except ENGL 2045 and 2070; or Communications (CMCN) except CMCN 1170, 1270, and 2145.	3 Credits
Social Science	Choose from General Education courses: Criminal Justice 1010, Anthropology (ANTH), Geography (GEOG), Political Science (POLI), Psychology (PSYC), or Sociology (SOCL).	3 Credits
Natural/Physical Science	Choose from General Education courses: Biology (BIOL), Chemistry (CHEM), Environmental Science (ENSC), Geology (GEOG), Physical Science (PHSC), or Physics (PHYS).	3 Credits
	TOTAL SEMESTER CREDITS	15
	Associate of Applied – Administrative Professional Studies TOTAL DEGREE CREDITS	60

DEGREE NOTES

A GRADE OF C or HIGHER IS REQUIRED IN ALL COURSES.

- ¹ CTC: Office Applications Specialist is awarded after a student has earned a "C" or higher in the following courses: MCIS 1010, MCIS 1030, MCIS 1050.
- ² CTS: Administrative Office Specialist is awarded after a student has earned a "C" or higher in the following courses: ADMN 1100, GBUS 1010, ADMN 2000, MCIS 1010, MCIS 1030, MCIS 1050.
- This degree plan is a planning resource. The program requirements listed in the applicable edition of the college catalog are the official source for all degree requirements. The college reserves the right to alter this resource without notice. OAA 04/25