

## Administrative Assistant AAS

### Mohawk Valley Community College

First Semester		Second Semester	
	Credits		Credits
___ ED 100 College Seminar	1	___ EN102 English 2	3
___ EN101 English 1	3	___ AA112 Key-Interm.(spring)**	3
___ AA111 Key-Basic (fall)**	3	___ AA106 Bus. Comm.(spring)(I)	3
___ IS101 Comp. Apps & Concept	3	___ IS130 Desktop Publ. for Bus.	3
___ BM129 Bus. Math	3	___ Math	3
___ Tier 1 Social Science	3	___ PE _____ Phys. Ed	.5
___ PE _____ Phys. Ed	.5		
<b>Total _____</b>	<b>16.5</b>	<b>Total _____</b>	<b>15.5</b>
Third Semester	Credits	Fourth Semester	Credits
___ AA208 Office Admin. (fall)	3	___ AA203 Mach. Trans. (spring)	3
___ AA214 Key-Advanced (fall)**	3	___ IS140 Elec. Bus. Pres. (spring)	3
___ IS200 Spreadsheet Concepts	3	___ BM254 Hum. Resources Mg.	3
___ IS210 Database Design & Mg.	3	___ Restricted Elective*	3
___ Tier 1 Natural Science	4	___ Tier 2 Gen. Ed. Elective	3
___ PE _____ Phys. Ed	.5	___ PE _____ Phys. Ed	.5
<b>Total _____</b>	<b>16.5</b>	<b>Total _____</b>	<b>15.5</b>

\*Restricted Elective to be chosen in consultation with academic advisor.  
 Choose from AA, AC, BM, IS, HC or MR provided the prerequisite has been taken.  
 (Excluding: IS100)

\*\*Critical 3 semester sequence

(I) Internet only