

BIG BEND COMMUNITY COLLEGE

BUSINESS

Administrative Professional Services AAS



This is an example course sequence for students interested in earning an Administrative Professional Services degree. It does not represent a contract, nor does it guarantee course availability. If this advising map is followed as outlined, you will earn an Associate in Applied Science Degree.

The Administrative Professional Services program emphasizes the need for quality customer service, human relations, communication, and technology skills in the office where employment opportunities increase significantly for those who have these essential skills and can assume responsibility and perform a variety of office functions.

ENTRY REQUIREMENTS

- Complete Admissions and Testing processes
- Meet with BIM advisor prior to enrolling

CREDENTIAL REQUIREMENTS

Office Clerk Certificate of Accomplishment Requirements (16 Credits)

- | | |
|---|---|
| <input type="checkbox"/> BIM 102 – Document Formatting (4) | <input type="checkbox"/> BIM 130 – Filing (2) |
| <input type="checkbox"/> BIM 103 – The Administrative Professional (2) | <input type="checkbox"/> BUS 120 – Human Relations on the Job (4) |
| <input type="checkbox"/> BIM 109 – Internet Communications <1 st Credit> (1) | <input type="checkbox"/> BUS 215 – Customer Service (3) |

Office Assistant Certificate of Accomplishment Requirements (32 Credits Total)

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| Office Clerk, plus the following:
<input type="checkbox"/> BIM 104 – Intermediate Keyboarding (3)
<input type="checkbox"/> BIM 180 – Introduction to MS Office (5) | <input type="checkbox"/> BUS 121 – Business English (5)
<input type="checkbox"/> CSS 102 – Focus on Success (3) OR
CSS 100 – College Success Skills (3) |
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Customer Service Associate Certificate of Achievement Requirements (53 Credits)

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| Office Assistant, plus the following:
<input type="checkbox"/> BUS& 101 – Intro to Business (5)
<input type="checkbox"/> BUS 102 – Business Mathematics (5) | <input type="checkbox"/> BUS 122 – Business Communications (5)
<input type="checkbox"/> CMST 100 – Human Communications (4) OR
CMST&220 – Public Speaking (5)
<input type="checkbox"/> FAD 150 – Industrial First Aid (2) |
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Administrative Assistant Certificate of Achievement Requirements (66 Credits Total)

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|---|--|
| Customer Service Associate, plus the following:
<input type="checkbox"/> BIM 112 – Proof & Edit (3) | <input type="checkbox"/> BIM 280 – Advanced Microsoft Office (5)
<input type="checkbox"/> BUS 114 – Business Ethics (5) |
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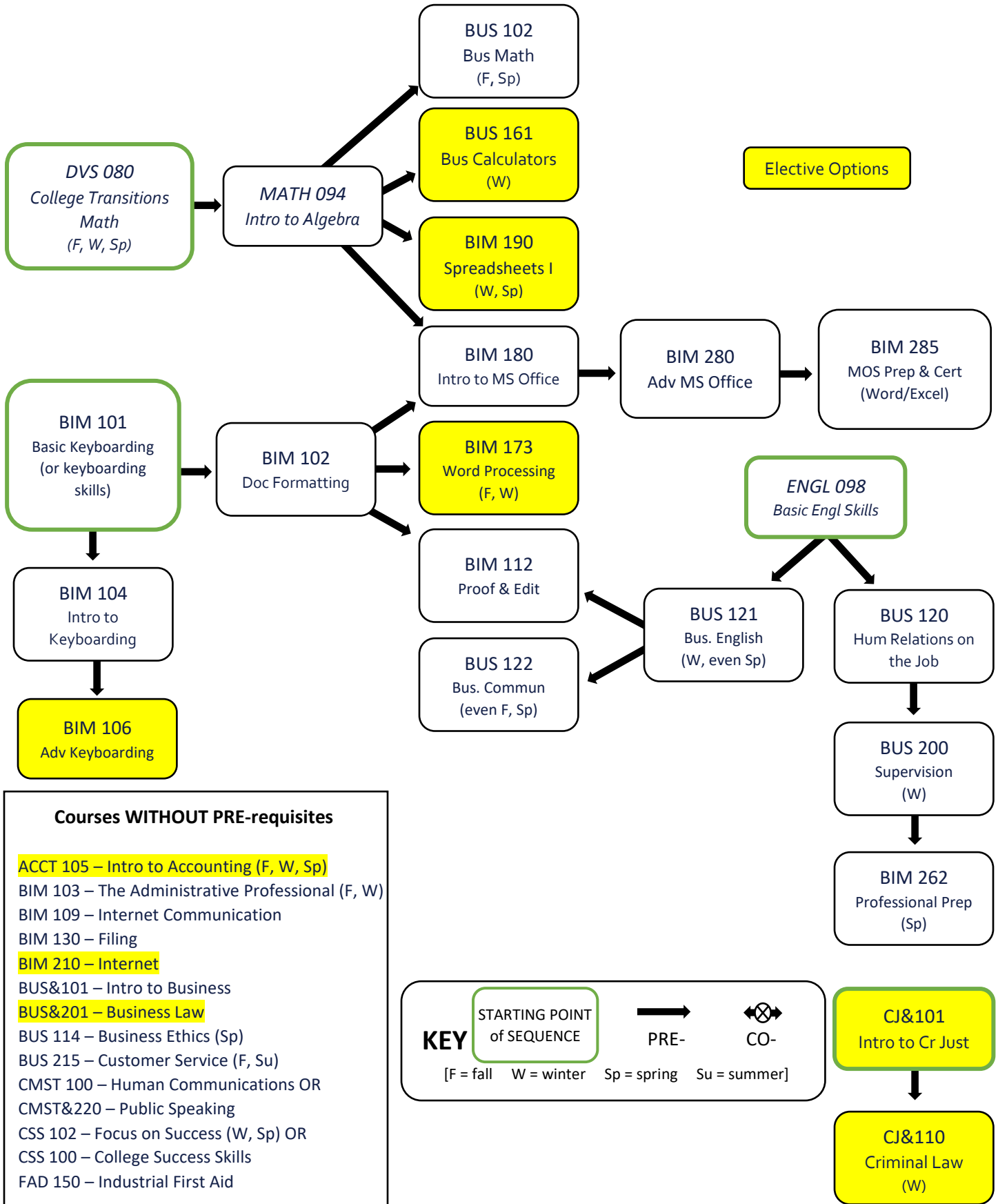
Administrative Professional Services AAS Degree Requirements (94+ Credits)

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| Administrative Assistant, plus the following:
<input type="checkbox"/> BIM 262 – Professional Preparation (3)
<input type="checkbox"/> BIM 285 – MOS Prep & Certification [Word, Excel] (2) | <input type="checkbox"/> BUS 200 – Supervision (5)
<input type="checkbox"/> 18 + credits of BIM Electives |
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94+ TOTAL DEGREE CREDIT

ADMINISTRATIVE PROFESSIONAL SERVICES AAS PRE-REQUISITE FLOW CHART

Start by talking with your assigned advisor to determine which courses to take first based on your placement scores.



ADMINISTRATIVE PROFESSIONAL SERVICES AAS QUARTERLY PROGRAM PLAN (YEAR ONE)

FALL (13 credits)	WINTER (14 credits)	SPRING (13 credits)	SUMMER (*5 credits)
BIM 102 (4) & BIM 103 (2) CSS 102 (3) or CSS 100 BUS 120 (4)	BIM 104 (3) & BIM 130 (2) BUS 121 (5) CMST 100 (4) or CMST 220	BIM 112 (3) BUS 122 (5) BIM 180 (5)	BUS 215 (3) Online BIM 109 (2)

ADVISING

FALL	WINTER	SPRING	SUMMER
<input type="checkbox"/> BBCC Foundation scholarship app <input type="checkbox"/> Fill out FAFSA or WAFSA for next year <input type="checkbox"/> Meet with your advisor <input type="checkbox"/> Complete BIM policies and procedures agreement (during week 1)	<input type="checkbox"/> Assess program plan with advisor	<input type="checkbox"/> Assess program plan with advisor	<input type="checkbox"/> *If you do not plan to take summer classes, these credits should be completed fall quarter

QUARTERLY REGISTRATION PLANNING

QUARTER:			REGISTRATION ACCESS CODE:		
CLASS	TITLE	CREDITS	DAYS	TIME	ITEM #

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QUARTER:			REGISTRATION ACCESS CODE:		
CLASS	TITLE	CREDITS	DAYS	TIME	ITEM #

ADMINISTRATIVE PROFESSIONAL SERVICES AAS QUARTERLY PROGRAM PLAN (YEAR TWO)

FALL (17 credits)	WINTER (15 credits)	SPRING (13 credits)	SUMMER (*4 credits)
BIM 280 (5) BIM 285 (2) BUS& 101 (5) BUS 102 (5)	BUS 200 (5) Elective (5 credits) Elective (5 credits)	BIM 262 (3) BUS 114 (5) Electives (5 credits)	FAD 150 (2) Elective (2 Credits)

ADVISING

FALL	WINTER	SPRING	SUMMER
<input type="checkbox"/> BBCC Foundation scholarship app <input type="checkbox"/> Fill out FAFSA or WAFSA for next year <input type="checkbox"/> Meet with your advisor	<input type="checkbox"/> Assess program plan with advisor <input type="checkbox"/> Apply for graduation	<input type="checkbox"/> Assess program plan with advisor	<input type="checkbox"/> *If you do not plan to take summer classes, these credits should be completed fall quarter

QUARTERLY REGISTRATION PLANNING

QUARTER:			REGISTRATION ACCESS CODE:			
CLASS	TITLE	CREDITS	DAYS	TIME	ITEM #	

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QUARTER:			REGISTRATION ACCESS CODE:			
CLASS	TITLE	CREDITS	DAYS	TIME	ITEM #	

Big Bend Community College
WORKFORCE EDUCATION PROGRAM REQUIREMENTS

Certificate of Achievement

Students working toward a Certificate of Achievement need to develop a program plan with the faculty advisor in their Workforce Education area of interest. The plan must include all related instruction components. The Certificate of Achievement is designed to provide recognition for the student who has not completed an Associate in Applied Science degree program.

Certificate of Accomplishment

Students working toward a Certificate of Accomplishment need to develop a program plan with the faculty advisor in their Workforce Education area of interest. The Certificate of Achievement is designed to provide recognition for the student who does not complete a Certificate of Achievement or an Associate in Applied Science degree program.

Changes or substitutions for course work in the college catalog must be listed and approved by the advisor. It is essential that students meet quarterly with their advisor before registration to review progress and plan their program.

Each program plan must be approved by the Workforce Education program advisor and Dean of Workforce Education. Certificates will be issued out of the Dean of Workforce Education Instructional Services office.

Certificate of Achievement **QTR & YR Completed:** _____

Certificate of Accomplishment **QTR & YR Completed:** _____

Title of Certificate:

Advisor Approval:

Advisor

Date

Program Completion Approval:

Dean of Workforce Education

Date

Instructional Services Office Assistant

Date

Big Bend Community College
WORKFORCE EDUCATION PROGRAM REQUIREMENTS
Associate in Applied Science Degree

Credit Requirement: Completion of the total credit requirements of the approved Workforce Education Program Plan. Minimum of 90 quarter hours. It is the student's responsibility to insure that he/she meets all of the technical and general education degree requirements.

MATHEMATICS REQUIREMENT: 3-5 credits* in mathematics courses as stated in the approved Professional/Technical Program Plan.

BUS 102	Business Mathematics
MAP 100	Applied Mathematics (AMT)*
MAP 101	Applied Mathematics (AUT/WLD)
MAP 103	Applied Mathematics (MMT/IET)
MAP 117	Applied Mathematics for Workforce I
MAP 119	Applied Mathematics for Workforce II
MATH& 107	Math in Society
MATH& 141	Pre-Calculus I
MATH& 146	Intro to Statistics
MATH 147	Finite Mathematics
* AMT program requires two MAP 100 credits	

WRITTEN COMMUNICATIONS REQUIREMENT: 3-5 credits in written communications courses as stated in the approved Professional/Technical Program Plan.

BUS 121	Business English
ENGL& 101	English Composition I
ENGL 109	Applied Technical Writing

ORAL COMMUNICATIONS REQUIREMENT: 3-5 credits in oral communications courses as stated in the approved Professional/Technical Program Plan.

AVF 225	Effective Communications in Flight Instruction
CMST 100	Human communications
CMST& 210	Interpersonal Communications
CMST& 220	Public Speaking

HUMAN RELATIONS REQUIREMENT: 3-5 credits in human relations courses as stated in the approved Professional/Technical Program Plan.

BUS 120	Human Relations on the Job
EDUC& 115	Child Development
PSYC& 100	General Psychology
SOC& 101	Intro to Sociology

INDUSTRIAL FIRST AID REQUIREMENT: 2 credits in Industrial First Aid or equivalent or higher certification as stated in the approved Professional/Technical Program Plan.

FAD 150	Industrial First Aid and CPR plus Bloodborne Pathogens
Current First Aid/CPR, First Responder, or EMT card	

Approval:

Advisor _____ Date _____

Program Completion Approval:

Dean of Workforce Education _____ Date _____

Each program must be approved by the Workforce Education program advisor. Program changes and substitutions must be approved by the program advisor prior to application for degree.