

# BACHELOR OF APPLIED SCIENCE

## Take the next step.



**Earn a Bachelor of Applied Science (BAS) online through Boise State University.**

**The BAS complements and builds on your technical associate degree (AAS) and is the perfect next step to advance your career.**



**Complete your degree fully online**



**Full- or part-time options to fit your schedule**



**Maximize your technical education**

*“The BAS program has allowed me to develop different skills and set me up to be a leader and supervisor. It has prepared me for my future.”*

**- Brandon H., Bachelor of Applied Science Student**



**BOISE STATE UNIVERSITY**

**Contact us for more information:**

**[appliedscience@boisestate.edu](mailto:appliedscience@boisestate.edu)**

**(208) 426-3496**

**[appliedscience.boisestate.edu](http://appliedscience.boisestate.edu)**

# ONLINE TRANSFER GUIDE

Associate of Applied Science,  
Administrative Assistant



## 1st Semester

Course Title	Credits
BLDR 120 Financial Business Applications	3
CAOT 112 Keyboarding I	1
CAOT 113 Keyboarding II	1
CAOT 120 Word Processing/Word I	1
CAOT 121 Word Processing/Word II	1
CAOT 122 Word Processing/Word III	1
CAOT 140 Database/Access I	1
CAOT 164 Computer Fundamentals for Tech Programs	1
CAOT 183 Business Editing and Proofreading	3
ENGL 101 English Composition	3

## 2nd Semester

Course Title	Credits
CAOT 115 Outlook	1
CAOT 130 Spreadsheets/Excel I	1
CAOT 131 Spreadsheets/Excel II	1
CAOT 132 Spreadsheets/Excel III	1
CAOT 150 PowerPoint	1
CAOT 166 Living Online for Tech Programs	1
CAOT 184 Records Systems Management	3
CAOT 210 Office Procedures	3
ENGL 272 Business Writing	3

## 3rd Semester

Course Title	Credits
ACCT 110 Small Business Accounting <b>or</b> ACCT 201 Principles of Accounting	3
BUSA 101 Introduction to Business	3
CAOT 204 Career Leadership	1
CAOT 205 Machine Transcription/Document Formatting	2
CAOT 220 Administrative Support Internship I	3
CAOT 250 Office Skills Capstone	1
COMM 101 Introduction to Speech Communication	3

## 4th Semester

Course Title	Credits
BUSA 240 Computer Systems & Business Applications	3
CAOT 221 Administrative Assistant Internship II	3
PSYC 101 Introduction to Psychology	3
AAS Mathematical Ways of Knowing	3-5
AAS Institutionally Designated	3

Bachelor of Applied Science,  
Business Bridge to Career  
Minor



## 1st Semester

Course Title	Credits
BAS 305 Introduction to the Applied Sciences	1
ENGL 102 Intro to College Writing and Research	3
DLV Visual and Performing Arts	3
DLL Literature and Humanities	3
DLN Natural, Physical, and Applied Science	3

## 2nd Semester

Course Title	Credits
DLN Natural, Physical, and Applied Science w/lab	4
UF 200 Civic and Ethical Foundations	3
BAS 310 Communication in the Applied Sciences	3
BUSBTC 301 Business Foundations 1	3
BUSBTC 302 Business Foundations 2	3

## 3rd Semester

Course Title	Credits
BAS 425 Creating a Culture of Safety	3
BUSBTC 310 Creating Value for People	3
BUSBTC 320 Creating Value for Customers	3
BUSBTC 330 Creating Value through Investment	3
MDS 410 Case Studies in Leadership	3

## 4th Semester

Course Title	Credits
BAS 495 Capstone in the Applied Sciences	3
BUSBTC 410 Business Analysis	3
MDS 420 Globalization	3
MDS 430 Ethics	3
MDS 440 Project Management and Design	3

*\*This is a sample degree pathway.*



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