

**2008-09 General Education Competency Grid
AAS - Administrative Assistant**

	Baseline	Program Courses										
		AMO 116	AMO 155	AMO 156	AMO 260	AMA 111	AMA 130	AMM 101	AMM 110	Electives (any Account & Managerial Studies Dept. Courses)	Urban Studies	AMM103 (Capstone)
Critical Literacy (Writing Intensive) ¹	ENG099/ENG 101/ESL										X	X
Quantitative Reasoning ²	MAT096					X	X					
Oral Communication ³	CEP121 or Select a course				X			X				
Research and Information Literacy	ENG101				X			X	X			X
Technological Literacy		X	X	X			X					Capstone ePortfolio

¹Two courses to deposit in ePortfolio assessment area: Urban Studies and one to be selected in the discipline (both are WI courses)

²Two courses to deposit in ePortfolio assessment area: MAT096 and one to be selected in the discipline (May be done as part of Research & Information Literacy competency)

³Two courses to deposit in ePortfolio assessment area: CEP121 and one to be selected in the discipline (if CEP 121 not required, select two in discipline)