Administrative Assistant Certificate

(48 Quarter Credits)

Program Prerequisites:

- Placement into MTH 20 Basic Math (4 credits) or test
- Placement into WR 115 Introduction to Expository Writing (4 credits) or test
- Placement into RD 115 Critical Reading (4 credits) or test
- Keyboarding by touch or CAS 121 Beginning Keyboarding (3 credits)

Course Number	Course Title	Prerequisites	Credits
Summer Term			
☐ BA 104	Applied Business Math	WR 115, RD 115, MTH 20 or test	4
☐ BA 111	Introduction to Accounting	WR 115, RD 115, MTH 20 or test	3
Fall Term			
☐ CAS 170	Beginning Spreadsheets using Excel	Rec: Place into RD 115, WR 115, MTH 20.	3
☐ OS 131	10-Key on Calculators	MTH 20 or test.	1
☐ CAS 133 or elective	Intro to Office Software or Administrative Assistant Certificate Elective	Rec: Place into RD 115, WR 115, CAS 121 or key by touch	4
☐ WR 121	English Composition	RD 115, WR 115 or test	4
Winter Term			
☐ BA 285	Human Relations in Organizations	WR 115, RD 115, MTH 20 or test. Rec: Pre/co WR 121, BA 101	3
☐ CAS 216	Beginning Word	Rec: place into RD 115, WR 115; CAS 103 or CAS 104; key 25 wpm or CAS 122.	3
☐ OS 220	Business Editing Skills	**CAS 216[1], CAS 121[2]**. Rec: WR 115	4
☐	Administrative Assistant Certificate Elective	varied	4
Spring Term			
☐ BA 205	Business Communication	WR 115, RD 115, MTH 20 or test. Rec: WR 121, BA 101, and BA 131 or CAS 133.	4
☐ CAS 123	Production Keyboarding	CAS 216 Rec: OS 220, CAS 122, key 40 wpm	3
☐ OS 240	Filing & Records Management	Rec: RD 115, W 115, CAS 133 or CAS 140	4
☐ OS 245	Office Systems & Procedures	CAS 216, OS 220	4
		Total Quarter Credits	48

[1] CAS 216 is a prerequisite for OS 220. Students need instructor permission to take both courses concurrently.

[2] CAS 121 is not a required course for the degree, but is a prerequisite for OS 220. It can serve as a Degree Elective course.

Administrative Assistant Certificate Electives – 4 Credits Required
May take any CAS/OS course in addition to the required CAS/OS courses from the Administrative Assistant Certificate.

Comprehensive Certificate Requirements & Limitations:

- All candidates for a certificate must have at least a 2.0 minimum cumulative grade point average ("C" average).
- Credit courses, numbered below 100 cannot be used to fulfill the credit minimum requirements for certificates.
- At least 12 credits must be earned at CGCC, nine of which must apply to the certificate requirements. The final nine credits must be earned at CGCC.
- A maximum of 12 credits of "P" (pass) grades will apply to any one-year certificate. Some certificate requirements may vary and will be listed in that specific certificate.
- No more than 12 credits of Cooperative Education courses may apply to any one-year certificate.
- Only nine credits of 199 and 299 experimental courses apply.

This form is intended for advising purposes only. See your declared catalog for a complete list of degree requirements.

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