ADMINISTRATIVE OFFICE PROFESSIONAL

(90 Quarter Credits)

2017-2018

Program Prerequisites: Placement into: WR 115, MTH 20, and Keyboarding by touch or CAS 121.

Course Number	Course Title	Prerequisites	Credits
Fall Term			
☐ BA 101	Introduction to Business	WR 115, RD 115, MTH 20 or test	4
☐ CAS 133	Intro to Office Software	Rec: Place into RD 115, WR 115, CAS 121 or key by touch	4
☐ CAS 170 or CAS 270	Beginning Spreadsheets using Excel or Intermediate Spreadsheets using Excel	Rec: Place into RD 115, WR 115, MTH 20.	3
☐ OS 131	10-Key on Calculators	MTH 20 or test	1
☐ MTH 65	Beginning Algebra II	MTH 60 or test	4
☐ WR 121	English Composition	RD 115, WR 115 or test	4
Winter Term			
☐ CAS 109	Digital Presentations	CAS 121 or equiv typing skills	1
☐ CAS 122	Keyboarding for Speed & Accuracy	**CAS 121**[1]; place into RD 90 & WR 90. Rec: CAS 103W, key 24 wpm	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, **CAS 121.**[1] Rec: WR 115	4
☐	General Education Elective	MTH 20 or test. Pre/co: WR 121	4
Spring Term			
☐ BA 226	Business Law I	WR 115, RD 115, MTH 20 or test	4
☐ CAS 217	Intermediate Word	CAS 216. Rec: Place into RD 115 & WR 115.	3
☐ OS 240	Filing & Records Management	Rec: RD 115, WR 115, CAS 130 or CAS 140	4
☐	General Education Elective	MTH 20 or test; WR 121 pre/co	4
Summer Term			
☐ OS 280F	CE: Administrative Assistant	Completion of 15 creds of CAS/OS. Pre/co: OS 280G. Rec: RD 115, WR 115.	4
☐ OS 280G	CE: Administrative Assistant Seminar	Completion of 15 creds of CAS/OS. Pre/co: OS 280F. Rec: RD 115, WR 115.	1
Fall Term			
☐ BA 111	Introduction to Accounting	WR 115, RD 115, MTH 20 or test	3
☐ BA 224	Introduction to Human Resource Management	WR 115, RD 115, MTH 20 or test	3
☐ OS 245	Office Systems and Procedures	CAS 216, OS 220	4
☐	General Education Elective	MTH 20 or test; Pre-co: WR 121	4
Winter Term			
☐ BA 206	Management Fundamentals	WR 115, RD 115, MTH 20 or test. Rec: BA 101, WR 121, & BA 131 or CAS 133.	3
☐ BA 285	Human Relations in Organizations	WR 115, RD 115, MTH 20 or test. Rec: Pre/co WR 121, BA 101	3
☐ CAS 140	Beginning Databases	Rec: Place into RD 115 & WR 115	4

	General Education Elective	MTH 20 or test; Pre/co: WR 121	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
☐ BA 228	Computer Accounting Applications	BA 101, **BA 104²**, BA 131 or CAS 133, **BA 211²**. Pre/co: **BA 212**	3
☐ CAS 246	Integrated Computer Projects	CAS 216, CAS 140 & CAS 170. Rec: CAS 109, CAS 231	4

¹ CAS 121 is not a required course for the degree, but is a prerequisite for CAS 122 & OS 220.
² BA 104 and BA 211 is a prerequisite for BA 228. Students need instructor permission to take without one or both of these courses.

General Education Requirements:

Students must earn a minimum of 16 credits of General Education taken from the list of approved courses. They must include at least one course with a minimum of 3 credits from each of the following categories.

- **Arts and Letters**: Art, Communications, English Literature, Japanese, Music (select courses), Philosophy, Spanish, Theater (select courses) Women's Studies, Writing (WR 241-247)

- **Social Sciences:** Anthropology, Economics, Geography, HEC 226, History, Political Science, Psychology, Sociology, Women's Studies

- **Science and Math:** Biology, Chemistry, Environmental Science, General Science, Geology, Math (105 or higher)

Comprehensive Degree Requirements & Limitations:

- All candidates must earn a minimum of 90 credits which count toward an associate degree.
- Credit courses numbered below 100 cannot be used to fulfill the 90 credit minimum requirement for any degrees.
- All candidates for a degree must have at least a 2.0 minimum cumulative grade point average ("C" average).
- All degree candidates must accumulate at least 30 credits of satisfactory work at CGCC to establish residency. Nontraditional credit, credit transferred from another institution or challenge credit may not be used to establish residency. 24 of the credits earned at CGCC must apply to the specific associate degree requirements the student is pursuing.
- Transfer credits accepted for letter grade C- or better. Transfer grades of "pass" accepted if no letter grade required
- A maximum of 3 credits of physical education (PE) courses may be used as electives.
- Credit courses with passing grades may only be applied once in meeting a degree or certificate requirement (unless approved to be repeated). In addition, repeated courses are only counted once in accumulated hour and point totals.
- No more than 12 credits of Cooperative Education courses may be used.
- No more than 9 credits of experimental courses can be used (course numbers 199-199Z and 299-299Z).
- A maximum of 24 credits of "P" (pass) grades will apply to degree.
- No Management/Supervisory Development workshops will apply.

For general AAS requirements for all degrees, see current catalog.

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

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