

**AAS: Administrative Professional | 104 Credits**
**Program Prerequisites:**

- Placement into MTH 65 Beginning Algebra I (4 credits) or MTH 98 Quantitative Math (4 credits) or equivalent placement
- WR 115 Introduction to Expository Writing (4 credits) or IRW 115 Critical Reading and Writing (5 credits) or equivalent placement
- CAS 121 Beginning Keyboarding (3 credits) or instructor permission

**Coursework:**

Course Number	Course Title	Prerequisites	Credits
<b>Year 1 Fall</b>			<b>16</b>
BA 104	Applied Business Math	IRW 115 or WR 115 or equivalent placement; Place into MTH 65 or MTH 98	4
OS 131	10-Key on Calculators	Place into MTH 65 or MTH 98	1
WR 121 or WR 121Z	Composition I	IRW 115 or WR 115 or place	4
	Administrative Assistant Degree Electives	varied	3
	General Education Electives	Place into MTH 65 or MTH 98; pre/co: WR 121 or WR 121Z	4
<b>Year 1 Winter</b>			<b>14</b>
BA 131	Introduction to Business Technology	IRW 115 or WR 115 or equivalent placement; Place into MTH 65 or MTH 98. CAS 121 or keybrding by touch	4
BA 285	Human Relations in Organizations	IRW 115 or WR 115 or equivalent placement; Place into MTH 65 or 98. Rec: pre/co: WR 121 or WR 121Z and BA 101	3
CAS 216	Beginning Word	Rec: Place into IRW 115 or WR 115; CAS 103W or CAS 104; key 25 wpm or CAS 122.	3
OS 220	Business Editing	CAS 216, CAS 121. Rec: WR 115 or equivalent placement.	4
<b>Year 1 Spring</b>			<b>14</b>
BA 205	Business Communication	IRW 115 or WR 115 or equivalent placement; Place into MTH 65 or MTH 98 Rec: WR 121 or WR 121Z; BA 131 or CAS 133; BA 101	4
CAS 123	Production Keyboarding	CAS 216. Rec: OS 220, CAS 122, key 40 wpm	3
CAS 217	Intermediate Word	CAS 216. Rec: Place into IRW 115 or WR 115.	3



OS 240	Records and Information Management	Rec: Word processing and spreadsheet skills	4
<b>Year 1 Summer</b>			<b>13</b>
MTH 65 or MTH 98 (or higher)	Beginning Algebra or Quantitative Math (or higher)	Place into MTH 65. Place into MTH 98; IRW 115 or WR 115	4
OS 280F	CE: Administrative Assistant	Completion of 15 creds of CAS/OS. Pre/co: OS 280G. Rec: IRW 115 or WR 115 or equivalent placement.	4
OS 280G	CE: Administrative Assistant Seminar	Completion of 15 creds of CAS/OS. Pre/co: OS 280F. Rec: IRW 115 or WR 115 or equivalent placement.	1
	General Education Elective	Place into MTH 65 or MTH 98; pre/co: WR 121 or WR 121Z	4
<b>Year 2 Fall</b>			<b>16</b>
BA 211Z	Principles of Financial Accounting	WR 115 or IRW 115 or equivalent placement; Place into MTH 65	3
CAS 134	Introduction to Google Drive	Rec: IRW 115 or WR 115, and CAS 121	3
CAS 170	Beginning Spreadsheets using Excel	Rec: Place into IRW 115 or WR 115, and MTH 65 or MTH 98	3
	Administrative Assistant Degree Electives	varied	2
	General Education Electives	Place into MTH 65 or MTH 98; pre/co: WR 121 or WR 121Z	4
<b>Year 2 Winter</b>			<b>15</b>
CAS 140	Beginning Databases	Rec: Place into IRW 115 or WR 115	4
	Administrative Assistant Degree Electives	varied	11
<b>Year 2 Spring</b>			<b>16</b>
CAS 246	Integrated Computer Projects	CAS 216, CAS 140 & CAS 170. Rec: CAS 109, CAS 231	4
OS 245	Office Systems and Procedures	CAS 216, OS 220	4
	Administrative Assistant Degree Electives	varied	4
	General Education Electives	Place into MTH 65 or MTH 98; pre/co: WR 121 or WR 121Z	4
<b>Total Quarter Credits</b>			<b>104</b>

**Administrative Assistant Electives**



<b>Course Number</b>	<b>Course Title</b>	<b>Prereqs</b>	<b>Credits</b>
CG 209	Job Finding Skills	none	1
Any CAS/OS/WT course in addition to the required CAS/OS courses from the Administrative Assistant degree or certificate.			
Any BA course in addition to the required BA courses from the Administrative Assistant degree or certificate.			

### **General Education Requirements and Electives**

General Education requirements for all Associate Degree programs can be found on pages 10-11 in the CGCC catalog at [cgcc.edu/catalog](http://cgcc.edu/catalog), or on the General Education Requirements sheet.

General Education Electives can be found on pages 12-13 in the CGCC catalog at [cgcc.edu/catalog](http://cgcc.edu/catalog).