



## AAS ADMINISTRATIVE ASSISTANT DEGREE

(95 credits)

2016-2017

Courses Offered by Term	Required Courses	Course Title	Credits
<b>Fall Term:</b>			
Fall	<input type="checkbox"/> WR 121	English Composition	4
Fall	<input type="checkbox"/> OS 131	10-Key On Calculators	1
Fall	<input type="checkbox"/> CAS 133	Basic Computer Skills/Microsoft Office -OR- CAS/OS Elective	4
Fall	<input type="checkbox"/> CAS 170	Beginning Excel	3
<b>Winter Term:</b>			
Winter	<input type="checkbox"/> BA 285	Human Relations in Organizations	3
Winter	<input type="checkbox"/> CAS 216	Beginning Word	3
Winter	<input type="checkbox"/> OS 220	Business Editing Skills	4
Winter	<input type="checkbox"/> Gen. Ed. Elective	General Education Elective: Arts/Letters	4
<b>Spring Term:</b>			
Spring	<input type="checkbox"/> CAS 217	Intermediate Word	3
Spring	<input type="checkbox"/> OS 245	Office Systems & Procedures	4
Spring	<input type="checkbox"/> BA 205	Business Communication	4
Spring	<input type="checkbox"/> OS 240	Filing & Records Management	4
<b>Summer Term:</b>			
Summer	<input type="checkbox"/> BA 111	Introduction to Accounting	3
Summer	<input type="checkbox"/> BA 104	Applied Business Math	4
Summer	<input type="checkbox"/> OS 280 F&G	Cooperative Experience: Administrative Assistant	5
<b>Fall Term:</b>			
Fall	<input type="checkbox"/> A/A Bus. Elective	Administrative Assistant Business Elective	3
Fall	<input type="checkbox"/> Gen. Ed. Elective	General Education Elective: Social Science	4
Fall	<input type="checkbox"/> Gen. Ed. Elective	General Education Elective: Science/Mathematics	4
Fall	<input type="checkbox"/> MTH 65 (or higher)	Beginning Algebra II	4
<b>Winter Term:</b>			
Winter	<input type="checkbox"/> CAS 140	Beginning Access	3
Winter	<input type="checkbox"/> A/A Bus. Elective	Administrative Assistant Business Elective	3
Winter	<input type="checkbox"/> A/A Deg. Elective	Administrative Assistant Degree Electives	6
Winter	<input type="checkbox"/> Gen. Ed. Elective	General Education Elective	4
<b>Spring Term:</b>			
Spring	<input type="checkbox"/> CAS 246	Integrated Computer Projects	4
Spring	<input type="checkbox"/> A/A Deg. Elective	Administrative Assistant Degree Electives	7
Spring	<input type="checkbox"/> CAS 123	Production Keyboarding	3

### Administrative Assistant Degree Electives:

BA 188 Customer Service Skills  
CG 209 Job Finding Skills  
MA 117 Medical Office Procedures  
MA 118 Medical Office Administrative Procedures lab  
MA 180 Coding and Reimbursement  
MP 111 Medical Terminology  
MP 140 Introduction to Health Law and Ethics

Any CAS/OS course in addition to the required CAS/OS courses from the Administrative Degree or Certificate.

### Administrative Assistant Business Electives:

Any BA course in addition to the required BA courses from the Administrative Assistant certificate. May not include BA 131 if CAS 133 was taken.

### General Education Requirements:

- **Arts and Letters:** Art, Literature, Spanish, Philosophy, Speech, Women's Studies (101), Writing (WR 240-247)
- **Social Sciences:** Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology, Women's Studies
- **Science and Math:** Biology, Chemistry, Environmental Science, General Science, Geology, Math (111 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 MSD workshops will apply.

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

*Columbia Gorge Community College is an equal opportunity educator and employer.*