

AAS: Administrative Professional | 90 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

Coursework:

Course Number	Course Title	Prerequisites	Credits
Year 1 Fall			16
BA 104	Applied Business Math	IRW 115 or WR 115 or equivalent placement; Place into MTH 65 or MTH 98	4
CAS 123	Keyboarding for Business	Recommended: Keying 24 wpm by touch	4
WR 121 or WR 121Z	Composition I	IRW 115 or WR 115 or place	4
	General Education Electives	Place into MTH 65 or MTH 98; pre/co: WR 121 or WR 121Z	4
Year 1 Winter			14
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
Year 1 Spring			15
BA 169Z	Data Analysis Using Microsoft Excel	BA 131	4
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 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

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Year 2 Fall			16
BA 211Z	Principles of Financial Accounting	WR 115 or IRW 115 or equivalent placement; Place into MTH 65	4
CAS 140	Beginning Databases	Rec: Place into IRW 115 or WR 115	4
	Administrative Assistant Degree Electives	varied	6
Year 2 Winter			15
MTH 98 (or higher)	Quantitative Math (or higher)	Place into MTH 98; IRW 115 or WR 115	4
	General Education Electives	Place into MTH 65 or MTH 98; pre/co: WR 121 or WR 121Z	4
	Administrative Assistant Degree Electives	varied	7
Year 2 Spring			16
	Administrative Assistant Degree Electives	varied	8
	General Education Electives	Place into MTH 65 or MTH 98; pre/co: WR 121 or WR 121Z	8
Total Quarter Credits			90

Administrative Assistant Electives			
Course Number	Course Title	Prereqs	Credits
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, 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.