ADMINISTRATIVE ASSISTANT

(95 Quarter Credits)

2017-2018

Program Prerequisites: Placement into: WR 115, RD 115, MTH 20, Keyboarding by touch or CAS 121, Additional skill requirements are specified in course descriptions. All CAS/OS courses must be passed with a grade of "C" or better.

Course Number	Course Title	Prerequisites	Credits
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 Degree Elective	Rec: Place into RD 115, WR 115, CAS 121 or key by touch	4
☐ MTH 65	Beginning Algebra II	MTH 60 or test	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, **CAS 121.**[1] Rec: 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 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 RD 115 & WR 115.	3
☐ OS 240	Filing & Records Management	Rec: RD 115, WR 115, CAS 130 or CAS 140	4
☐ OS 245	Office Systems & Procedures	CAS 216, OS 220	4
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
☐ 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			
☐	Administrative Assistant Business Elective	varied	3
☐	General Education Elective	MTH 20 or test; Pre/co: WR 121	4
☐	General Education Elective	MTH 20 or test; Pre/co: WR 121	4
Winter Term			
☐ CAS 140	Beginning Databases	Rec: Place into RD 115 & WR 115	4
☐	Administrative Assistant Business Elective	varied	3
☐	Administrative Assistant Degree Electives	varied	6

	General Education Elective	MTH 20 or test; Pre/co: WR 121	4
Spring Term			
☐ CAS 246	Integrated Computer Projects	CAS 216, CAS 140 & CAS 170. Rec: CAS 109, CAS 231	4
☐	Administrative Assistant Degree Electives	varied	7

[1] 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 Degree Electives – 17 Credits Required			
Course Number	**Course Title**	**Prereqs**	**Credits**
Any CAS/OS course in addition to the required CAS/OS courses from the Administrative Assistant Degree or Certificate. CAS 133 (4 credits) is a recommended Degree Elective to be included. For a list of courses, see course descriptions. The following specific courses also qualify as Administrative Assistant Degree electives:			
BA 188	Customer Service Skills	WR 115, RD 115 or test	2
CG 209	Job Finding Skills	None	1
MA 117	Medical Office Administrative Procedures Lab	Coreq: MA 118 & MA 180	2
MA 118	Medical Office Administrative Procedures Lab	Coreq: MA 117	2
MA 180	Coding and Reimbursement	MP 111; Coreq: MA 117	2
MP 111	Medical Terminology	WR 90, RD 90	4
MP 140	Introduction to Health Law and Ethics	WR 115, RD 115, MTH 20	3

Administrative Assistant Business Electives – 6 Credits Required
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:

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.

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.