



# ADMINISTRATIVE ASSISTANT

Associate of Applied Science Degree  
(103 Quarter Credits)

2022-2023

## 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	Prereqs	Credits
<b>Fall Term Yr 1</b>			<b>16</b>
BA 104	Applied Business Math	IRW 115 or WR 115 or place; place into MTH 65 or MTH 98	4
OS 131	10-Key on Calculators	place into MTH 65 or MTH 98	1
WR 121	English Composition	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	4
<b>Winter Term Yr 1</b>			<b>14</b>
BA 131	Introduction to Business Technology	IRW 115 or WR 115 or place; 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 place; place into MTH 65 or 98. Rec: pre/co: WR 121 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 place.	4
<b>Spring Term Yr 1</b>			<b>14</b>
BA 205	Business Communication	IRW 115 or WR 115 or place; place into MTH 65 or MTH 98 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 IRW 115 or WR 115.	3
OS 240	Records and Information Management	Rec: Word processing and spreadsheet skills	4

<b>Summer Term Yr 1</b>			<b>13</b>
MTH 65 or MTH 98 (or higher)	Beginning Algebra II 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 place.	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 place.	1
	General Education Elective	place into MTH 65 or MTH 98; pre/co: WR 121	4
<b>Fall Term</b>			<b>15</b>
BA 111	Introduction to Accounting & Finance	WR 115 or IRW 115 or place; place into MTH 65 or MTH 98	3
CAS 134	Introduction to Google Docs	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	4
<b>Winter Term</b>			<b>15</b>
CAS 140	Beginning Databases	Rec: Place into IRW 115 or WR 115	4
	Administrative Assistant Degree Electives	varied	11
<b>Spring Term</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 & 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	4
<b>Total Quarter Credits</b>			<b>103</b>

Administrative Assistant Degree Electives			
Course Number	Course Title	Prereqs	Credits
CG 209	Job Finding Skills	none	1
MA 117 *	Medical Office Administrative Procedures	IRW 115 or WR 115; place into MTH 65 or MTH 98 Coreq: MA 118	3
MA 118 *	Medical Office Administrative Procedures Lab	Coreq: MA 117	2
MA 180 *	Coding and Reimbursement	Pre/co: MP 111	2
MP 111	Medical Terminology	Place into IRW 115 or WR 115	4
MP 140	Introduction to Health Law and Ethics	WR 115 or IRW 115 or place, place into MTH 65 or MTH 98	3
Any CAS/OS course in addition to the required CAS/OS/WT courses from the Administrative Assistant degree of certificate.			
Any BA course in addition to the required BA courses from the Administrative Assistant degree or certificate.			

\* Courses are limited to students with a declared major of Administrative Assistant AAS or Medical Assisting.

## 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\*, Communication, English Literature, Language, Music\*, Philosophy, Theater\*, Writing\*, Women's Studies
- **Social Sciences:** Anthropology, Economics, History, Political Science, Psychology, Sociology, Women's Studies
- **Science and Math:** Biology, Chemistry, Environmental Science, General Science, Geology, Math\*

\*See list of General Education Electives in current Catalog, as not all courses within discipline will meet requirement.

## Comprehensive Degree Requirements

- 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.*

