

ADMINISTRATIVE PROFESSIONAL, ASSOCIATE IN APPLIED SCIENCE



BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT

Associate in Applied Science : AAS 3680

62-70 Credits

Program Contact

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Program Description

The Associate in Applied Science (AAS) in the Administrative Professional degree is designed to provide training for various office positions. The curriculum incorporates people and technological skills essential for job success. Includes instruction in business communications, office procedures, public relations, accounting, records management, and report preparation. A Certificate of Completion (CCL) in Administrative Professional is also available.

Program Notes

Students must earn a grade of "C" or better in all courses required within the program. Overall program minimum GPA = 2.00.

++ indicates any suffixed course may be selected.

Program Requirements

Program Prerequisites: None

Code	Title	Credits	Semester
Required Courses			
BPC110	Computer Usage and Applications	3	_____
or CIS105	Survey of Computer Information Systems		_____
ACC115	Computerized Accounting	3	_____
CIS113DE	Microsoft Word: Word Processing	3	_____
CIS114DE	Excel Spreadsheet	3	_____
FYE101	Introduction to College, Career and Personal Success	1-3	_____
or FYE103	Exploration of College, Career and Personal Success		_____
GBS120	Workplace Communication Skills	3	_____
GBS131	Business Calculations	3	_____

GBS151	Introduction to Business	3	_____
Select three of the following:		3	_____
BPC101AA	Introduction to Computers I		_____
BPC/OAS111AA	Computer Keyboarding I		_____
CIS121AE	Windows Operating System: Level I		_____
CIS121AI	Mac Operating System		_____
CIS122AE	Windows Operating System: Level II		_____
CIS133AA	Internet/Web Development Level I-A		_____

Restricted Electives

Select fifteen (15) credits from the following courses, except courses used to satisfy the Required Courses area, in consultation with a program advisor:		15	_____
ACC+++	Any ACC Accounting prefixed course ¹		_____
MGT251	Human Relations in Business		_____
MGT126	Customer Service Skills and Strategies		_____
CIS133DA	Internet/Web Development Level I		_____
CIS214DE	Advanced Excel Spreadsheet: Level II		_____
CIS103	Introduction to Social Media		_____
MKT110	Marketing and Social Networking		_____
CIS117DM	Microsoft Access: Database Management		_____
GBS205	Legal, Ethical, and Regulatory Issues in Business		_____
MKT271	Principles of Marketing		_____

General Education

Core

First-Year Composition _____

ENG101	First-Year Composition	3	_____
or ENG107	First-Year Composition for ESL		_____
ENG102	First-Year Composition	3	_____
or ENG108	First-Year Composition for ESL		_____
Oral Communication			
Select one of the following:		3	_____
COM100	Introduction to Human Communication		_____
COM110	Interpersonal Communication		_____
COM225	Public Speaking		_____
COM230	Small Group Communication		_____
Critical Reading			
Any approved general education course from the Critical Reading area or Equivalent as indicated by assessment		0-3	_____
Mathematics			
Any approved general education course(s) in the Mathematics area or Equivalent as indicated by assessment		3-6	_____
Distribution			
Humanities, Arts and Design			
Any approved general education course(s) from the Humanities, Arts and Design area		3	_____
Social and Behavioral Sciences			
SBU200	Society and Business	3	_____
Natural Sciences			
Any approved general education course(s) in the Natural Sciences area		4	_____
Total Credits		62-70	_____

¹ Except ACC115 Computerized Accounting