AAS Administrative Professional - Computer Skills Concentration

60 CREDITS

Description: This flowchart is designed to display certificates embedded within degrees, and to quickly identify course prerequisites to assist in planning the order in which courses should be taken. The red arrow indicates when a course is a prerequisite for another course.

Instructions: This flowchart uses a bottom-up approach. Begin on Line 1 at the bottom of the chart. The General Education requirements are grouped together on the right of the chart, with program requirements to the left of the General Education requirements. The courses can be taken in any order, but if your goal is to achieve the Associate degree, it is recommended that you take all of the courses on Line 1, then all of the courses on Line 2, and so forth. You could also begin with courses in an embedded certificate(s), and progress to other requirements after certificate attainment. Click the buttons below to view how the certificates are embedded within the Associate degree.



applied to Program Requirements

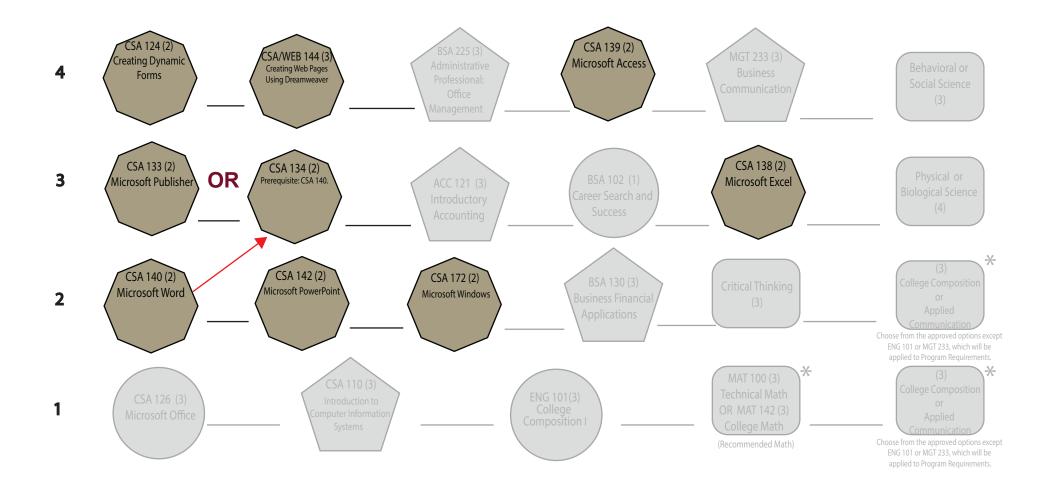
Note: Other AAS Concentration Elective options not already listed below include CSA 296, MGT 111, MGT 112, or MGT 113 for AAS, Choose from Concentration Electives CSA 124 (2) Credits: 5 total CSA 139 (2) BSA 225 (3) CSA/WEB 144 (3) MGT 233 (3) Creating Dynamic Microsoft Access Administrative Behavioral or Creating Web Pages Business **Forms** AAS only: OR choose Professional: Using Dreamweaver Social Science AAS only: OR choose Communication other Concentration, AAS only: OR choose Office (3) other Concentration other Concentration Elective (2) Management for AAS, Choose from Concentration Electives Credits: 4 total CSA 138 (2) CSA 133 (2) CSA 134 (2) Physical or BSA 102 (1) Microsoft Publisher Prerequisite: CSA 140. Microsoft Excel ACC 121 (3) **Biological Science** AAS only: OR choose AAS only: OR choose Career Search and Introductory AAS only: OR choose other Concentration (4) other Concentration Success other Concentration Accounting Elective (2) Elective (2) * (3)CSA 142 (2) CSA 140 (2) CSA 172 (2) BSA 130 (3) College Composition Critical Thinking Microsoft PowerPoint Microsoft Word Microsoft Windows **Business Financial** or (3) AAS only: OR choose AAS only: OR choose AAS only: OR choose **Deilag Applications** other Concentration other Concentration other Concentration Communication Elective (2) Elective (2) Elective (2) Choose from the approved options except ENG 101 or MGT 233, which will be applied to Program Requirements * (3)MAT 100 (3) CSA 110 (3) College Composition **Technical Math** ENG 101(3) CSA 126 (3) Introduction to College Composition I OR MAT 142 (3) Computer Information Microsoft Office **Applied** College Math Systems Communication Choose from the approved options except (Recommended Math) ENG 101 or MGT 233, which will be

Computer Application Specialist Certificate

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Administrative Professional - Basic Certificate

Description: This flowchart is designed to display certificates embedded within degrees, and to quickly identify course prerequisites to assist in planning the order in which courses should be taken. The red arrow indicates when a course is a prerequisite for another course.

Computer Application

Specialist Certificate

All Courses are needed for an

AAS degree

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Administrative Professional

Basic Certificate

KEY

Classes are

applied to Program Requirements.

