

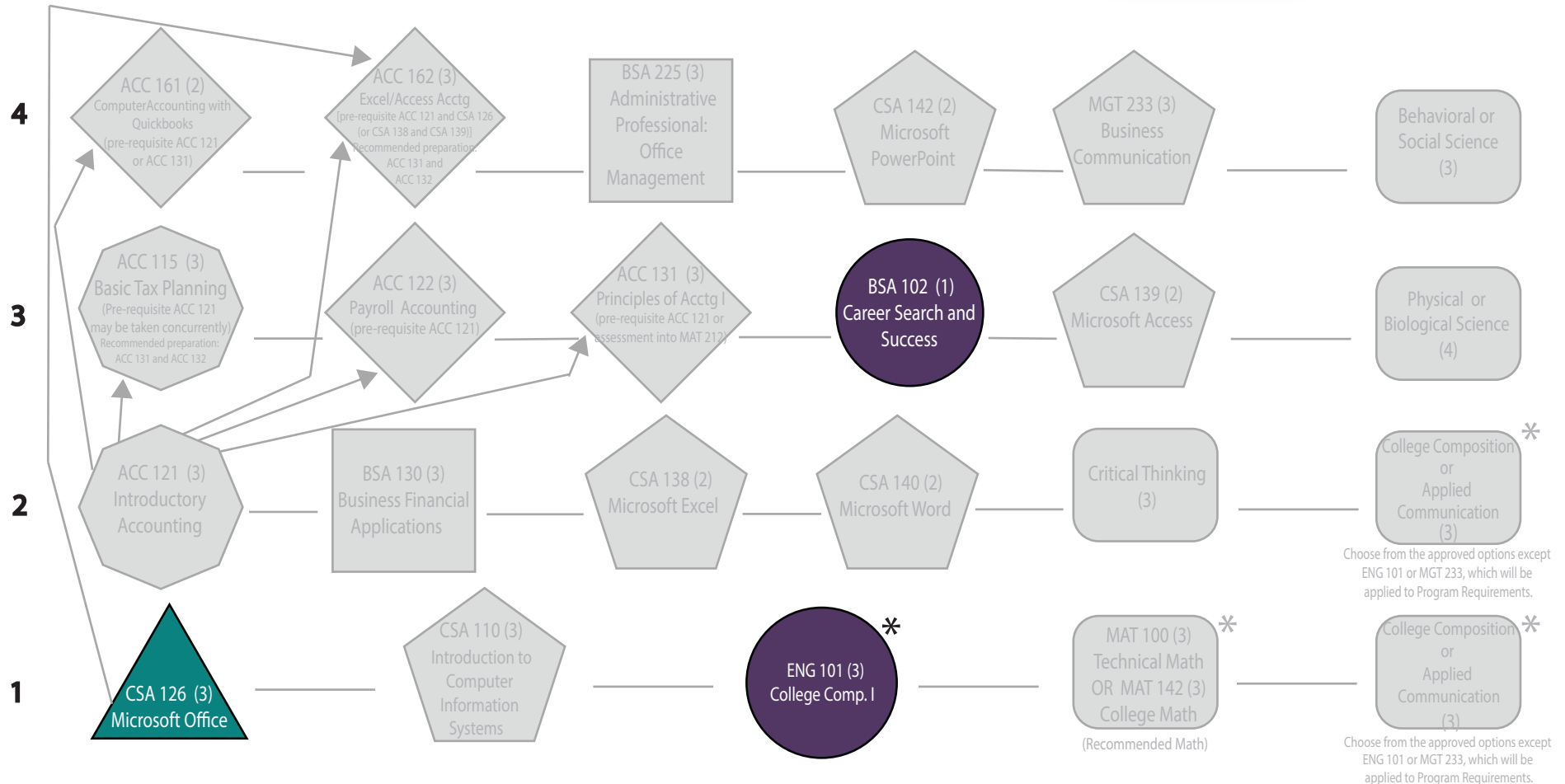
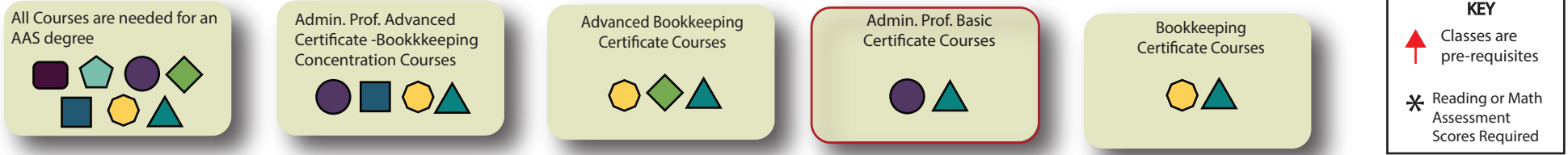
# Administrative Professional - Basic Certificate

7 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.



# AAS Administrative Professional - Bookkeeping Concentration

63 CREDITS

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All Courses are needed for an AAS degree

Admin. Prof. Advanced Certificate - Bookkeeping Concentration Courses

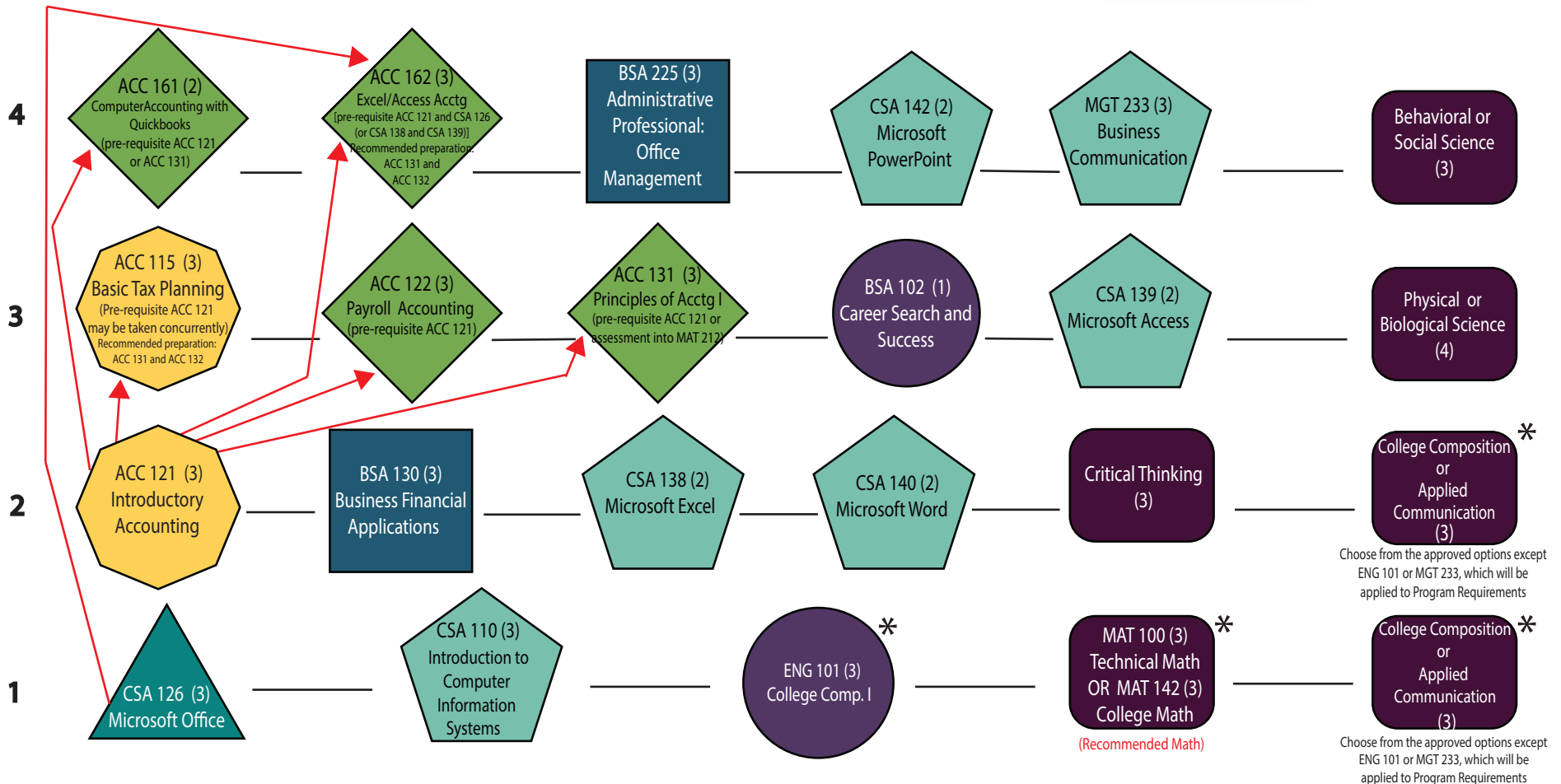
Advanced Bookkeeping Certificate Courses

Admin. Prof. Basic Certificate Courses

Bookkeeping Certificate Courses

**KEY**

- ↑ Classes are pre-requisites
- \* Reading or Math Assessment Scores Required



# Administrative Professional - Advanced Certificate (Bookkeeping Concentration)

19 CREDITS

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All Courses are needed for an AAS degree

Admin. Prof. Advanced Certificate - Bookkeeping Concentration Courses

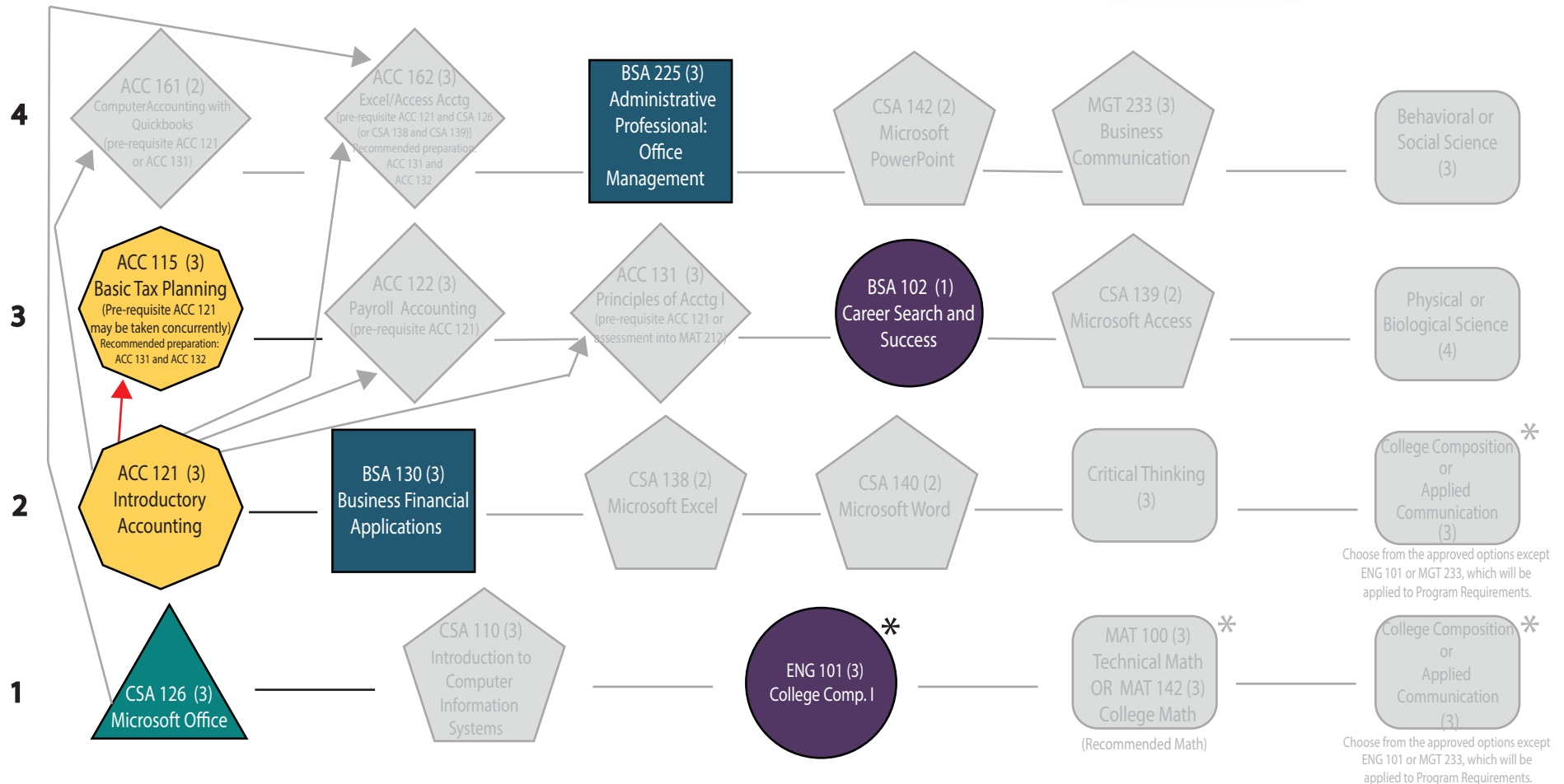
Advanced Bookkeeping Certificate Courses

Admin. Prof. Basic Certificate Courses

Bookkeeping Certificate Courses

**KEY**

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- \* Reading or Math Assessment Scores Required



# Advanced Bookkeeping Certificate

20 CREDITS

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All Courses are needed for an AAS degree

Admin. Prof. Advanced Certificate -Bookkeeping Concentration Courses

Advanced Bookkeeping Certificate Courses

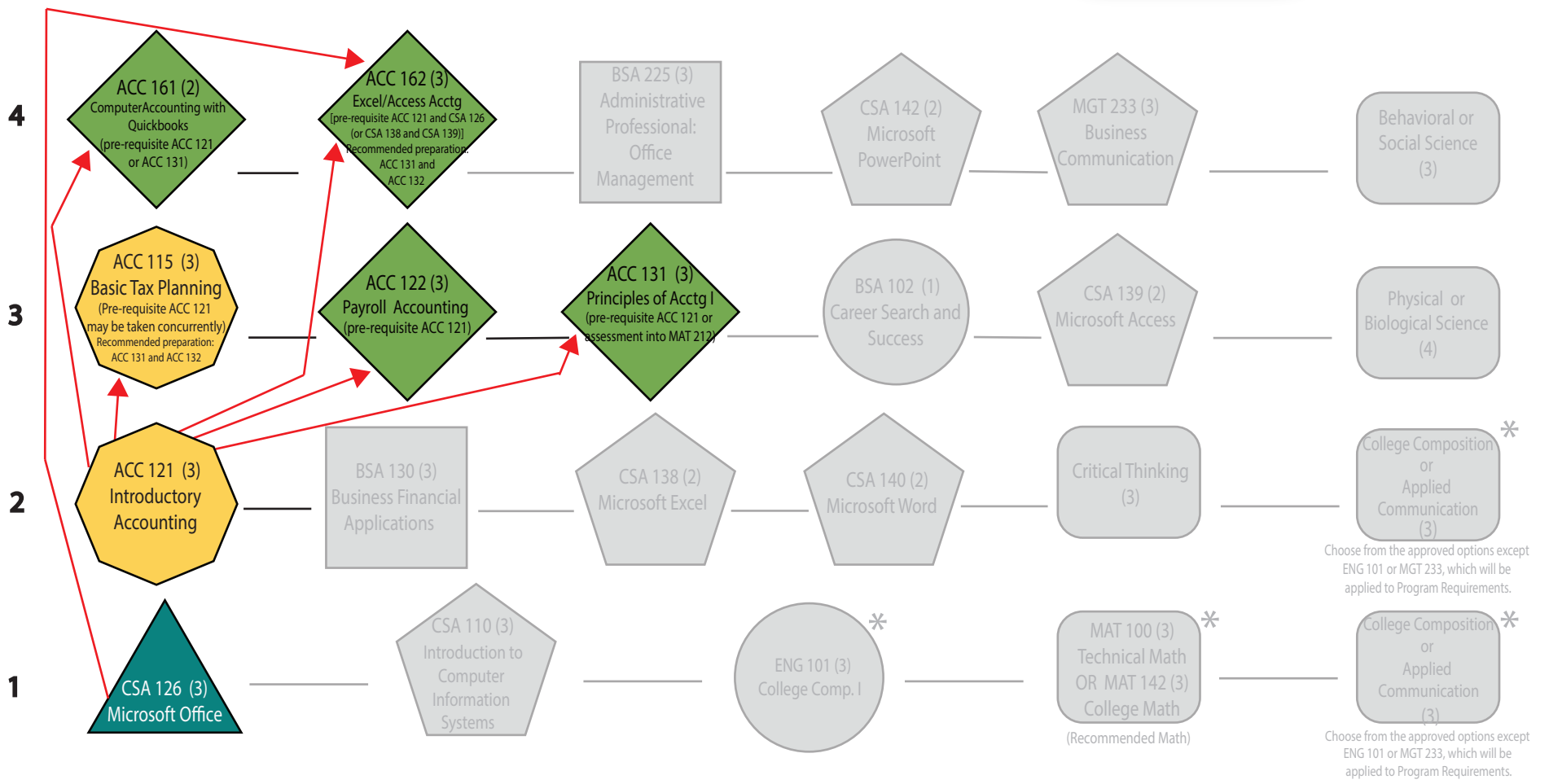
Admin. Prof. Basic Certificate Courses

Bookkeeping Certificate Courses

**KEY**

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# Bookkeeping Certificate

9 CREDITS

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All Courses are needed for an AAS degree

Admin. Prof. Advanced Certificate -Bookkeeping Concentration Courses

Advanced Bookkeeping Certificate Courses

Admin. Prof. Basic Certificate Courses

Bookkeeping Certificate Courses

**KEY**

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