

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.

All Courses are needed for an AAS degree

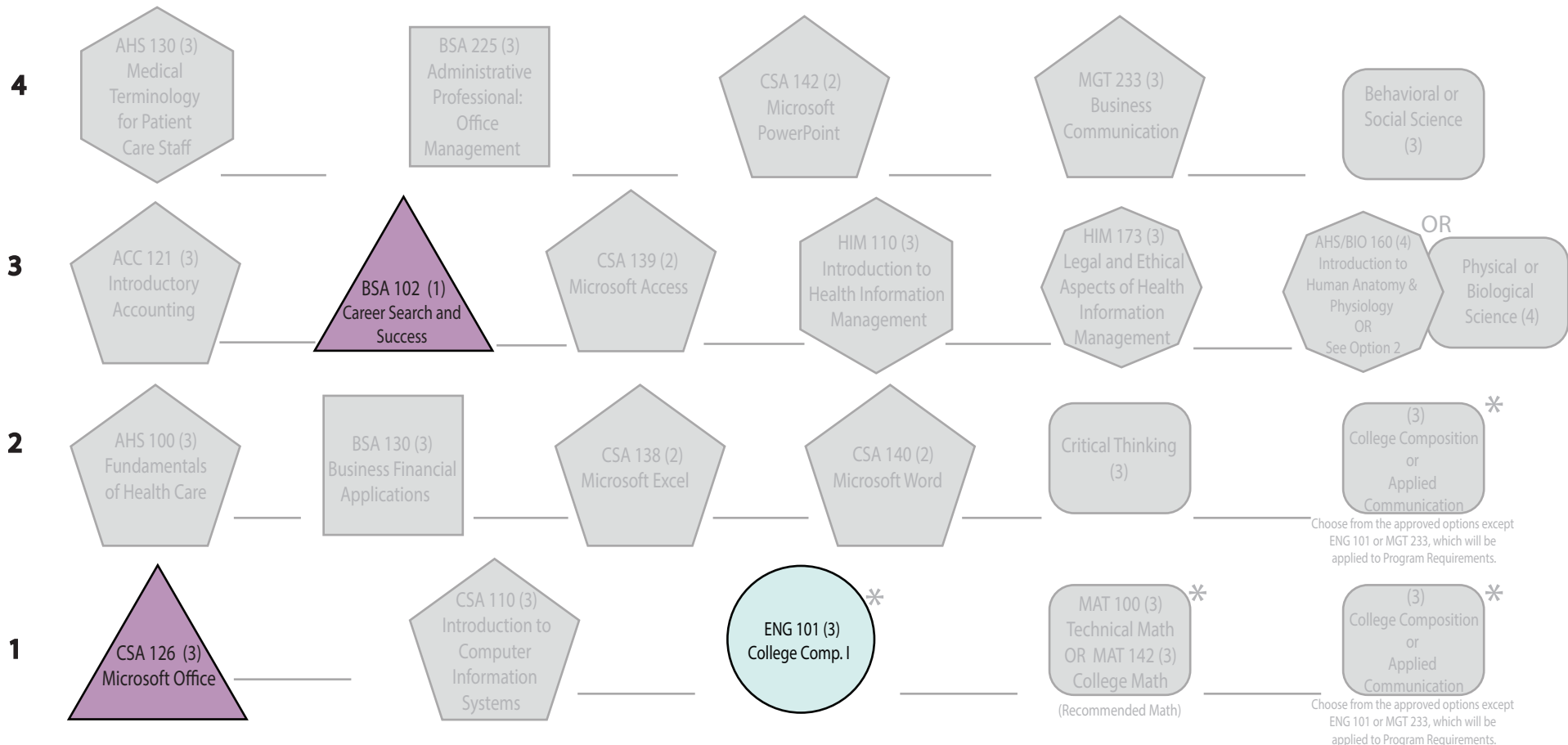
Admin. Prof. Advanced Certificate - Medical Office Concentration Courses

Medical Records Technician Certificate Courses

Admin. Prof. Basic Certificate Courses

KEY

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



Choose from the approved options except ENG 101 or MGT 233, which will be applied to Program Requirements.

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AAS Administrative Professional - Medical Office Concentration

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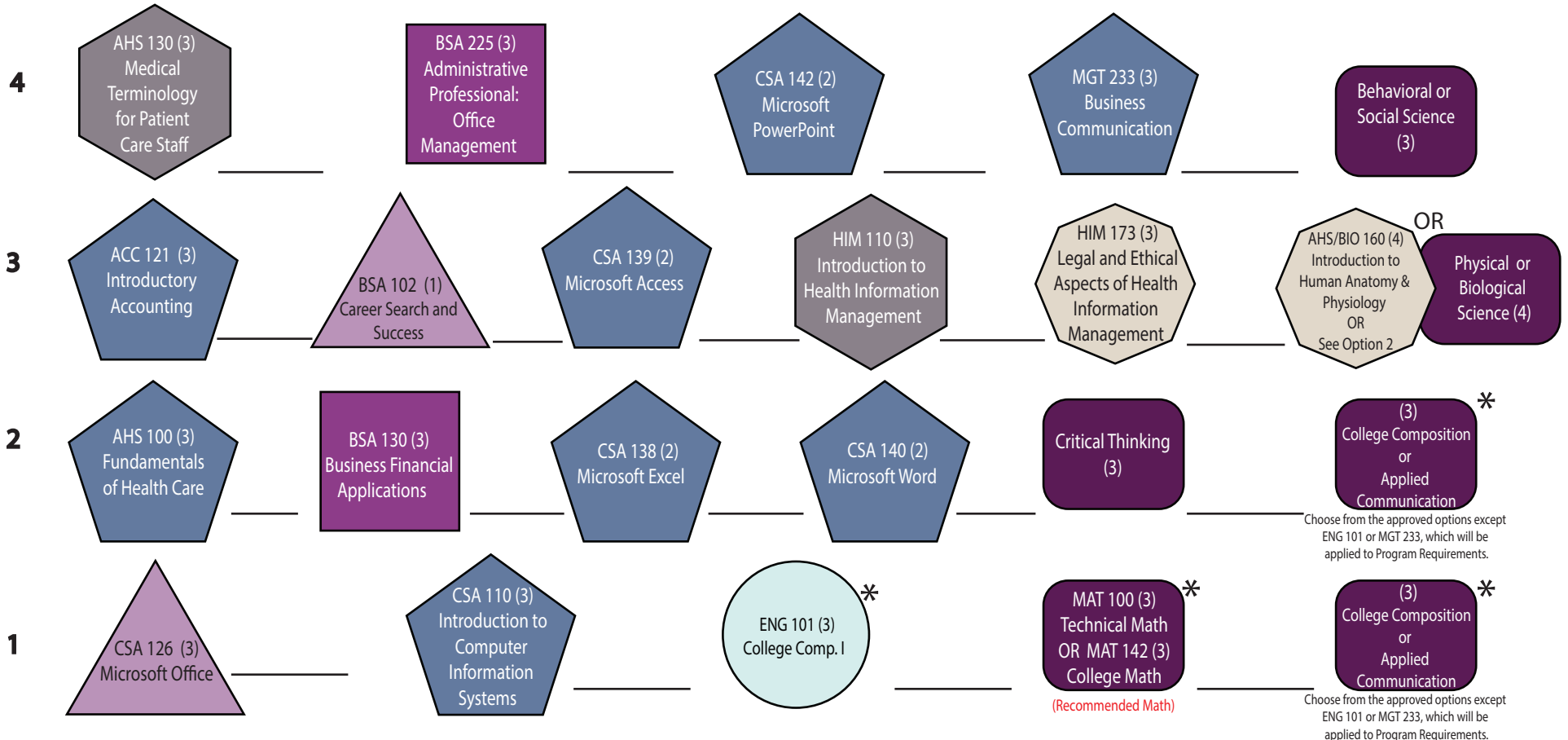
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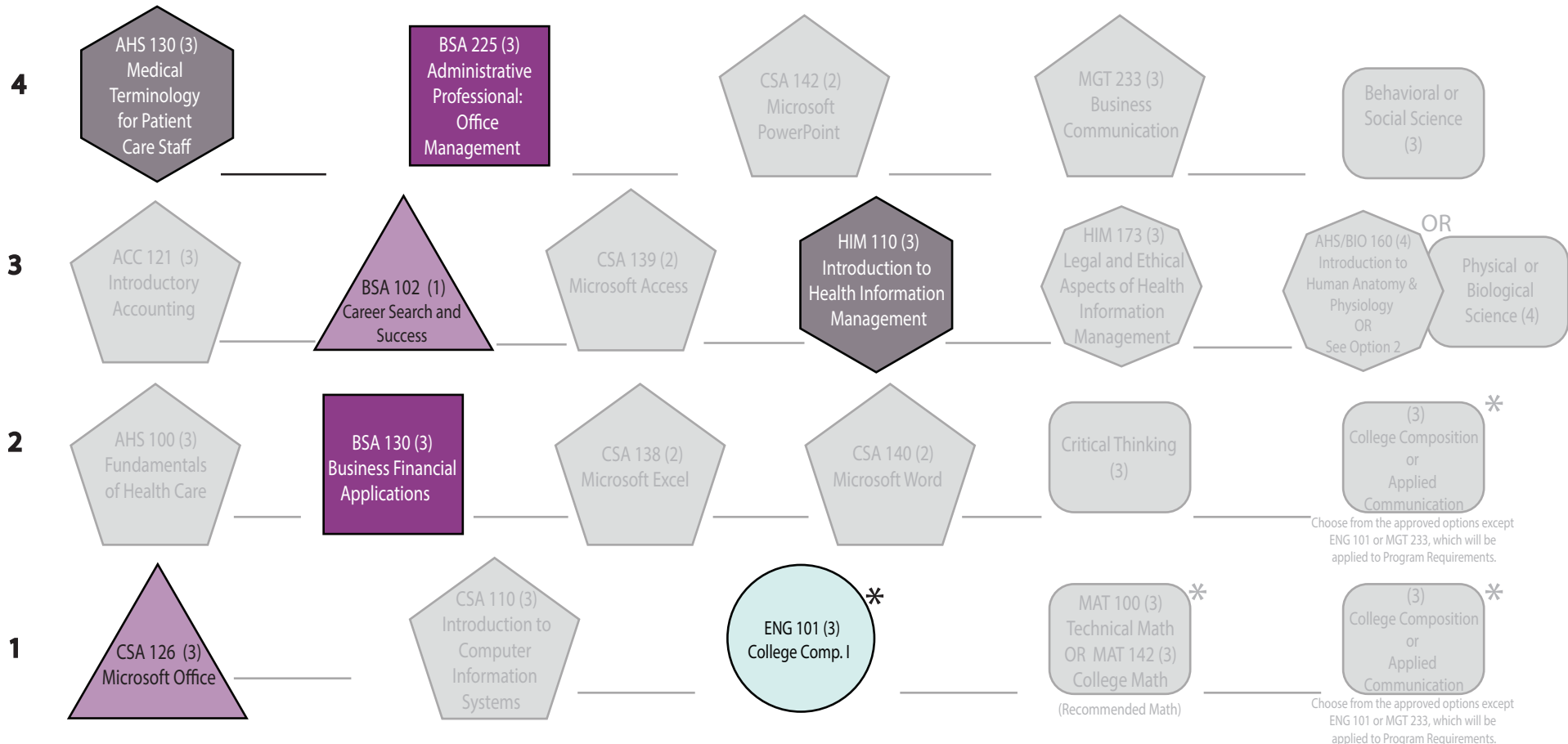
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