

ADMINISTRATIVE PROFESSIONAL

AAS 3680

Total credits: 60-63

(Effective Fall 2015)

Required Courses: 21

BPC110	Computer Usage and Applications	or	3
CIS105	Survey of Computer Info. Systems		3
	[SUN# CIS1120]		
BPC111AA	Computer Keyboarding I		1
CIS113DE	Word Processing: Word		3
CIS121AE	Windows Operating System: Level I		1
CIS133AA	Internet/Web Development Level I-A		1
GBS120	Workplace Communication Skills		3
GBS131	Business Calculations		3
GBS151	Introduction to Business		3
MGT251	Human Relations in Business		3

Note: Completion of GBS233 may be substituted for GBS120.

Restricted Electives: 17

ACC111	Accounting Principles I		3
ACC115	Computerized Accounting		3
CIS114DE	Excel Spreadsheet		3
CIS117DM	MS Access: Database Mgmt.		3
CIS118AB	Powerpoint: Level I		1
CIS122AE	Windows Operating Sys. – Level II		1
GBS205	Legal, Ethical, and Reg. Issues in Bus.		3
MKT271	Principles of Marketing		3
MGT+++	Any Management course.		1-17

Program Notes:

Students must earn a grade of "C" or better in all courses within the program.

General Education Requirements: 22-25

First Year Composition: (6 Credits)

ENG101	First-Year Composition		
	[SUN# ENG1101]	or	
ENG107	First-Year Composition for ESL		
	AND		
ENG102	First-Year Composition		
	[SUN# ENG1102]	or	
ENG108	First-Year Composition for ESL		6

Oral Communication: (3 Credits)

COM+++	Any COM class		3
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Critical Reading: (0-3 Credits)

CRE101	College Critical Reading	or	
	Equivalent by assessment		0-3

Mathematics: (3 Credits)

MAT112	(Mathematical Concepts/Applications)		
	OR satisfactory completion of a higher level mathematics		3

Humanities, Arts and Design: (3 Credits)

	Any approved general education course from the Humanities and Fine Arts		3
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Social--Behavioral Sciences: (3 Credits)

SBU200	Society and Business		3
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Natural Sciences: (4 Credits)

	Any approved general education course from the Natural Sciences		4
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Brenda Maynard

Program Director

brenda.maynard@phoenixcollege.edu

602-285-7881

ADMINISTRATIVE PROFESSIONAL CCL – 5677

Total credits: 18

Admission Criteria: None

Program Prerequisites: None

Required Courses

BPC110	Computer Usage & Applications	or	
CIS105	Survey of Computer Info Systems		3
	[SUN# CIS1120]		
BPC111AA	Computer Keyboarding I		1
CIS113DE	Word Processing: Word		3
CIS121AE	Windows Operating Level I		1
CIS133AA	Internet/Web Develop. Level I-A		1
GBS120	Workplace Communication Skills		3
GBS131	Business Calculations		3
GBS151	Introduction to Business		3

Program Notes: Students must earn a grade of "C" or better required for all courses within the program.

(Effective Date Fall 2015)