Basic Computer Skills
Career Pathway Certificate
(13 Quarter Credits)

2018-2019

Program Prerequisites:

- RD 115 Critical Reading or test
- WR 115 Introduction to Expository Writing or test

> Career Pathway Certificates represent short-term educational goals geared towards specific areas within the Administrative Assistant AAS degree. Students will be able to earn one or more of these related CPCs in the course of their studies for the one-year certificate or the two-year degree. Some CPCs may require completion of a specific set of program electives, and students should discuss these options with their advisor. These CPCs may also lead to entry-level jobs and benefit students who want to upgrade their skills in a specific area of Computer Applications and Office Systems.

Coursework:

Course Number	Course Title	Prerequisites	Credits
Fall Term			
☐ CAS 121	Beginning Keyboarding	Rec: Place into RD 90, WR 90; CAS 103W	3
Winter Term			
☐ CAS 103W	Intro to Computers: Using Windows	Placement into WR 115, RD 115; Rec: CAS 121	1
☐ CAS 122	Keyboarding for Speed & Accuracy	CAS 121; place into RD 90, WR 90. Rec: CAS 103W and keying 24 wpm by touch	3
☐ CAS 133	Intro to Office Software	Rec: Place into RD 115, WR 115, CAS 121 or key by touch	4
☐ BA 188	Customer Service Skills	WR 115, RD 115 or test	2
		Total Quarter Credits	13

This form is intended for advising purposes only. See your declared catalog for a complete list of degree requirements.

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