



Spreadsheet Support Career Pathway Certificate (19 Quarter Credits)

2018-2019

Program Prerequisites:

- MTH 20 Basic Math (4 credits) or test
- WR 115 Introduction to Expository Writing (4 credits) or test
- RD 115 Critical Reading (4 credits) 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
Summer Term			
<input type="checkbox"/> BA 104	Applied Business Math	WR 115, RD 115, MTH 20 or test	4
Fall Term			
<input type="checkbox"/> CAS 133	Intro to Office Software	Rec: Place into RD 115, WR 115, CAS 121 or key by touch	4
<input type="checkbox"/> CAS 170	Beginning Spreadsheets Using Excel	Rec: Place into RD 115, WR 115, MTH 20	3
<input type="checkbox"/> OS 131	10-Key on Calculators	MTH 20 or test	1
Winter Term			
<input type="checkbox"/> CAS 140	Beginning Databases	Rec: Place into RD 115 & WR 115	4
<input type="checkbox"/> CAS 270	Intermediate Spreadsheets using Excel	CAS 170	3
Total Quarter Credits			19

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

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