



ADMINISTRATIVE ASSISTANT CERTIFICATE

(48 credits)

2016-2017

Courses Offered by Term	Required Courses	Course Title	Credits
Summer Term:			
Summer	<input type="checkbox"/> BA 104	Business Math	4
Summer	<input type="checkbox"/> BA 111	Introduction to Accounting	3
Fall Term:			
Fall	<input type="checkbox"/> WR 121	English Composition	4
Fall	<input type="checkbox"/> OS 131	10-Key On Calculators	1
Fall	<input type="checkbox"/> CAS 133	Basic Computer Skills: Microsoft Office -OR- CAS/OS Elective	4
Fall	<input type="checkbox"/> CAS 170	Beginning Excel	3
Winter Term:			
Winter	<input type="checkbox"/> BA 285	Human Relations in Organizations	3
Winter	<input type="checkbox"/> CAS 216	Beginning Word	3
Winter	<input type="checkbox"/> OS 220	Business Editing Skills	4
Winter	<input type="checkbox"/> Gen. Ed. Elective	Administrative Assistant Certificate Elective	4
Spring Term:			
Spring	<input type="checkbox"/> OS 245	Office Systems & Procedures	4
Spring	<input type="checkbox"/> CAS 123	Production Keyboarding	3
Spring	<input type="checkbox"/> BA 205	Business Technology	4
Spring	<input type="checkbox"/> OS 240	Filing & Records Management	4

CAS/OS Certificate Electives:

May take any CAS/OS course in addition to the required CAS/OS courses from the Administrative Assistant Certificate.

General Education Requirements:

- **Arts and Letters:** Art, Literature, Spanish, Philosophy, Speech, Women's Studies (101), Writing (WR 240-247)
- **Social Sciences:** Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology, Women's Studies
- **Science and Math:** Biology, Chemistry, Environmental Science, General Science, Geology, Math (111 or higher)

Comprehensive Certificate Requirements & Limitations:

- All candidates for a degree must have at least a 2.0 minimum cumulative grade point average ("C" average).
- At least 12 credits must be earned at CGCC, nine of which must apply to the certificate requirements. The final 9 credits must be earned at CGCC.
- A maximum of 12 credits of "P" (pass) grades will apply to any one-year certificate. Some certificate requirements may vary and will be listed in that specific certificate.
- No more than 12 credits of Cooperative Education courses may apply to any one-year certificate.
- Only nine credits of 199 and 299 experimental courses apply.

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

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