



Entry-Level Administrative Assistant: Career Pathway Certificate (15 credits)

2016-17

The Career Pathway Certificate is short-term educational goal geared towards specific areas in Computer Applications and Office Systems. The certificate will address the need for a logical pathway of success for students. Students will be able to earn the certificate and then continue on to CGCC's existing one-year and two-year programs in a seamless path. These certificates may also lead toward entry-level jobs. Students who want to upgrade their skills in a specific area of Computer Applications and Office Systems may also benefit from these certificates. Entry requirements include: placement into WR 115 and MTH 20.

Courses Offered by Term	Required Courses	Course Title	Credits
<i>The Basic Computer Literacy certificate will benefit those who want to: Be prepared for entry-level jobs in the area of office support and information clerk; as well as apply new computer applications and office skills at an entry level.</i>			
Summer	<input type="checkbox"/> 104	Basic Internet Skills	1
Fall	<input type="checkbox"/> CAS 170	Beginning Excel	3
Fall	<input type="checkbox"/> CAS 121	Beginning Keyboarding	3
Fall	<input type="checkbox"/> CAS 133*	Intro to Office Software/Microsoft Office	4
Winter	<input type="checkbox"/> CAS103W	Introduction to Computers: Using Windows	1
Winter	<input type="checkbox"/> CAS 216	Beginning Word	3

* If a student already has knowledge of basic computer skills they may take any CAS/OS course in addition to the required CAS/OS courses from the Administrative Assistant Certificate.

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

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