



Office Assistant: Career Pathway Certificate (43 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 and keyboarding by touch or CAS 121.

Courses Offered by Term	Required Courses	Course Title	Credits
<i>The Office Assistant certificate will benefit those who want to: Be prepared for entry-level jobs in the area of office assistant; Learn new computer application and office skills; Upgrade existing computer applications and office skills.</i>			
Winter	<input type="checkbox"/> CAS 109	Digital Presentations	1
Spring	<input type="checkbox"/> CAS 123	Production Keyboarding	3
Fall	<input type="checkbox"/> CAS 133	Introduction to Office Software	4
Winter	<input type="checkbox"/> CAS 140	Beginning Access	4
Fall or Winter	<input type="checkbox"/> CAS 170 – OR - CAS 270	Beginning Excel or Intermediate Excel	3
Winter	<input type="checkbox"/> CAS 216	Beginning Word	3
Spring	<input type="checkbox"/> CAS 217	Intermediate Word	3
Fall	<input type="checkbox"/> OS 131	10-Key for Business	1
Winter	<input type="checkbox"/> OS 220	Business Editing Skills	4
Spring	<input type="checkbox"/> OS 240	Filing & Record Management	4
Spring	<input type="checkbox"/> OS 245	Office Systems & Procedures	4
Summer	<input type="checkbox"/> OS 280F – AND OS 280G	Cooperative Experience: Administrative Assistant Seminars	1-5/1
Fall	<input type="checkbox"/> WR 121	English Composition	4

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

Columbia Gorge Community College is an equal opportunity educator and employer.