



**Spreadsheet Support: Career Pathway Certificate (19 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 bookkeeping assistant, data entry, office assistant, and bank teller; learn new computer applications and office skills; and upgrade existing computer applications and office skills.</i>			
Fall	<input type="checkbox"/> CAS 133	Intro to Office Software	4
Winter	<input type="checkbox"/> CAS 140	Beginning Access	4
Fall	<input type="checkbox"/> CAS 170	Beginning Excel	3
Winter	<input type="checkbox"/> CAS 270	Intermediate Excel	3
Fall	<input type="checkbox"/> OS 131	10-Key for Calculators	1
Summer	<input type="checkbox"/> BA 104	Business Math	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.*