



Word Processing 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 word processor and clerical support; learn new computer applications and office skills; and upgrade existing computer applications and office skills.</i>			
Winter	<input type="checkbox"/> CAS 122	Keyboarding for Speed & Accuracy	3
Spring	<input type="checkbox"/> CAS 123	Production Keyboarding	3
Winter	<input type="checkbox"/> CAS 216	Beginning Word	3
Spring	<input type="checkbox"/> CAS 217	Intermediate Word	3
Winter	<input type="checkbox"/> CAS 231	Desktop Publisher	3
Winter	<input type="checkbox"/> OS 220	Business Editing Skills	4

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

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