



# ADMINISTRATIVE ASSISTANT CERTIFICATE

(48 Quarter Credits)

2020-2021



## Program Prerequisites:

- Placement into MTH 20 Basic Math (4 credits) or test
- Placement into WR 115 Introduction to Expository Writing (4 credits) or test
- Placement into RD 115 Critical Reading (4 credits) or test
- Keyboarding by touch or CAS 121 Beginning Keyboarding (3 credits)

Course Number	Course Title	Prerequisites	Credits
<b>Fall Term</b>			<b>15</b>
<input type="checkbox"/> BA 111	Introduction to Accounting & Finance	WR 115, RD 115, MTH 20 or test	3
<input type="checkbox"/> CAS 133	Intro to Office Software	Rec: Place into RD 115, WR 115, CAS 121 or key by touch	4
<input type="checkbox"/> CAS 170	Beginning Spreadsheets using Excel	Rec: Place into RD 115, WR 115, MTH 20.	3
<input type="checkbox"/> OS 131	10-Key for Business	MTH 20 or test.	1
<input type="checkbox"/> WR 121	English Composition	RD 115, WR 115 or test	4
<b>Winter Term</b>			<b>18</b>
<input type="checkbox"/> BA 104	Applied Business Math	WR 115, RD 115, MTH 20 or test	4
<input type="checkbox"/> BA 285	Human Relations in Organizations	WR 115, RD 115, MTH 20 or test. Rec: Pre/co WR 121, BA 101	3
<input type="checkbox"/> CAS 216	Beginning Word	Rec: place into RD 115, WR 115; CAS 103 or CAS 104; key 25 wpm or CAS 122.	3
<input type="checkbox"/> OS 220	Business Editing Skills	CAS 216, CAS 121. Rec: WR 115	4
<input type="checkbox"/>	Administrative Assistant Certificate Elective	varied	4
<b>Spring Term</b>			<b>15</b>
<input type="checkbox"/> BA 205	Business Communication	WR 115, RD 115, MTH 20 or test. Rec: WR 121, BA 101, and BA 131 or CAS 133.	4
<input type="checkbox"/> CAS 123	Production Keyboarding	CAS 216 Rec: OS 220, CAS 122, key 40 wpm	3
<input type="checkbox"/> OS 240	Filing & Records Management	Rec: RD 115, W 115, CAS 133 or CAS 140	4
<input type="checkbox"/> OS 245	Office Systems & Procedures	CAS 216, OS 220	4
<b>Total Quarter Credits</b>			<b>48</b>

### Administrative Assistant Certificate Electives – 4 Credits Required

Term	Course #	Course Title	Prerequisites	Credits
May take any CAS/OS course in addition to the required CAS/OS courses from the Administrative Assistant Certificate. Examples (this list is not all-encompassing, but includes some classes that may be needed for the 2-year Associate of Applied Science degree) :				
Fall	CAS 121	Beginning Keyboarding	Rec: CAS 103W Placement into RD 90 and WR 90	3
Fall	CAS 134	Introduction to Google Drive	WR 115, RD 115, MTH 20 or test	3
Winter	CAS 140	Beginning Databases	Rec: Place into RD 115 & WR 115	4
Spring	CAS 217	Intermediate Word	CAS 216. Rec: Place into RD 115 & WR 115.	3
Spring	CAS 246	Integrated Computer Projects	CAS 216, CAS 140 & CAS 170. Rec: CAS 109, CAS 231	4

### Comprehensive Certificate Requirements & Limitations:

- All candidates for a certificate must have at least a 2.0 minimum cumulative grade point average (“C” average).
- Credit courses, numbered below 100 cannot be used to fulfill the credit minimum requirements for certificates.
- At least 12 credits must be earned at CGCC, nine of which must apply to the certificate requirements. The final nine 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.**

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