



ENTRY-LEVEL ADMINISTRATIVE ASSISTANT CAREER PATHWAY CERTIFICATE

(15 Quarter Credits)

2020-2021



Program Prerequisites:

- Placement into RD 115 Critical Reading
- Placement into WR 115 Introduction to Expository Writing

Career Pathway Certificates represent short-term educational goals geared towards specific areas within the Administrative Assistant AAS degree. Students will be able to earn one or more of these related CPCs in the course of their studies for the one-year certificate or the two-year degree. Some CPCs may require completion of a specific set of program electives, and students should discuss these options with their advisor. These CPCs may also lead to entry-level jobs and benefit students who want to upgrade their skills in a specific area of Computer Applications and Office Systems.

Course Number	Course Title	Prerequisites	Credits
Summer Term			1
<input type="checkbox"/> CAS 104	Basic Internet Skills	none	1
Fall Term			10
<input type="checkbox"/> CAS 121	Beginning Keyboarding	Rec: Place into RD 90 & WR 90; CAS 103W, CAS 104	3
<input type="checkbox"/> CAS 133	Intro to Office Software	Rec: RD 115, WR 115, and 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
Winter Term			4
<input type="checkbox"/> CAS 103W	Intro to Computers: Using Windows	Place into WR 115 & RD 115; Rec: CAS 121 or equiv keyboarding	1
<input type="checkbox"/> CAS 216	Beginning Word	Rec: Place into RD 115 & WR 115; CAS 103W or CAS 104; key 25 wpm or CAS 122	3
Total Quarter Credits			15

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

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