



# OFFICE ASSISTANT CAREER PATHWAY CERTIFICATE

(43 Quarter Credits)

**2020-2021**



**Program Prerequisites:**

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

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 #	Course Title	Prerequisites	Credits
<b>Fall Term</b>			<b>9-12</b>
<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 (F) or CAS 270 (W)	Beginning Spreadsheets using Excel or Intermediate 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>12-15</b>
<input type="checkbox"/> CAS 109	Digital Presentations	CAS 121 or key by touch	1
<input type="checkbox"/> CAS 140	Beginning Databases	Rec: Place into RD 115 & WR 115	4
<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	<b>CAS 216, CAS 121.</b> Rec: WR 115	4
<b>Spring Term</b>			<b>14</b>
<input type="checkbox"/> CAS 123	Production Keyboarding	CAS 216; Rec: OS 220, CAS 122, key 40 wpm	3
<input type="checkbox"/> CAS 217	Intermediate Word	CAS 216. Rec: Place into RD 115 & WR 115.	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>Summer Term</b>			<b>5</b>
<input type="checkbox"/> OS 280F	CE: Administrative Assistant	Completion of 15 creds of CAS/OS. Pre/co: OS 280G. Rec: RD 115, WR 115.	4
<input type="checkbox"/> OS 280G	CE: Administrative Assistant Seminar	Completion of 15 creds of CAS/OS. Pre/co: OS 280F. Rec: RD 115, WR 115.	1
<b>Total Quarter Credits</b>			<b>43</b>

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

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