



## WORD PROCESSING SUPPORT CAREER PATHWAY CERTIFICATE

(19 Quarter Credits)

**2020-2021**



### Program Prerequisites:

- Placement into RD 90 Transformative Reading
- Placement into WR 90 Introductory Writing
- Keying 24 wpm by touch or CAS 121 Beginning Keyboarding (3 credits) recommended

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
<b>Winter Term</b>			<b>13</b>
<input type="checkbox"/> CAS 122	Keyboarding for Speed and Accuracy	<b>CAS 121 or 121A;</b> place into RD 90, WR 90. Rec: CAS 103, CAS 104, key 24 wpm	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"/> CAS 231	Desktop Publishing	Rec: Place into RD 115 & WR 115; CAS 121 or equivalent typing skills.	3
<input type="checkbox"/> OS 220	Business Editing Skills	Rec: Place into WR 121, key by touch	4
<b>Spring Term</b>			<b>6</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.	3
<b>Total Quarter Credits</b>			<b>19</b>
<p><sup>1</sup> CAS 121 is not a required course for the certificate, but is a prerequisite for CAS 122 and OS 220. Students need to show keyboarding wpm.</p> <p><sup>2</sup> CAS 216 is a prerequisite for OS 220. Students need instructor permission to take both courses concurrently.</p>			

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

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