



Entry-Level Administrative Assistant Career Pathway Certificate (15 Quarter Credits)

2017-2018

Program Prerequisites:

- WR 90 Introductory Writing (3 credits) or placement into WR 115
- Placement into MTH 20 Basic Math

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.

Coursework:

| Course Number | Course Title | Prerequisites | Credits |
|-----------------------------------|------------------------------------|---|---------|
| Summer Term | | | |
| <input type="checkbox"/> CAS 104 | Basic Internet Skills | | 1 |
| Fall Term | | | |
| <input type="checkbox"/> CAS 121 | Beginning Keyboarding | Rec: Place into RD 90, WR 90; CAS 103W | 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 |
| Winter Term | | | |
| <input type="checkbox"/> CAS 103W | Intro to Computers: Using Windows | Placement into WR 115, RD 115; Rec: CAS 121 | 1 |
| <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 |
| 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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Updated 9.25.17