Office Assistant
Career Pathway Certificate
(43 Quarter Credits)

2017-2018

Program Prerequisites:
- MTH 20 Basic Math (4 credits) or test
- WR 115 Introduction to Expository Writing (4 credits) or test
- 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 Number	Course Title	Prerequisites	Credits
Fall Term			
☐ CAS 133	Intro to Office Software	Rec: Place into RD 115, WR 115, CAS 121 or key by touch	4
☐ CAS 170 or CAS 270	Beginning Spreadsheets using Excel or Intermediate Spreadsheets using Excel	Rec: Place into RD 115, WR 115, MTH 20.	3
☐ OS 131	10-Key on Calculators	MTH 20 or test.	1
☐ WR 121	English Composition	RD 115, WR 115 or test	4
Winter Term			
☐ CAS 109	Digital Presentations	CAS 121 or key by touch	1
☐ CAS 140	Beginning Databases	Rec: Place into RD 115 & WR 115	4
☐ CAS 216	Beginning Word	Rec: place into RD 115, WR 115; CAS 103 or CAS 104; key 25 wpm or CAS 122.	3
☐ OS 220	Business Editing Skills	**CAS 216[1], CAS 121[2]**. Rec: WR 115	4
Spring Term			
☐ CAS 123	Production Keyboarding	CAS 216; Rec: OS 220, CAS 122, key 40 wpm	3
☐ CAS 217	Intermediate Word	CAS 216. Rec: Place into RD 115 & WR 115.	3
☐ OS 240	Filing & Records Management	Rec: RD 115, W 115, CAS 133 or CAS 140	4
☐ OS 245	Office Systems & Procedures	CAS 216, OS 220	4
Summer Term			
☐ OS 280F	CE: Administrative Assistant	Completion of 15 creds of CAS/OS. Pre/co: OS 280G. Rec: RD 115, WR 115.	4
☐ OS 280G	CE: Administrative Assistant Seminar	Completion of 15 creds of CAS/OS. Pre/co: OS 280F. Rec: RD 115, WR 115.	1
		Total Quarter Credits	43

[1] CAS 216 is a prerequisite for OS 220. Students need instructor permission to take both courses concurrently.

[2] CAS 121 is not a required course for the certificate, but is a prerequisite for OS 220. Students need to show keyboarding wpm.

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

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