



Word Processing Support Career Pathway Certificate (19 Quarter Credits)

2017-2018

Program Prerequisites:

- Placement into MTH 20 Basic Math (4 credits)
- Placement into WR 115 Introduction to Expository Writing (4 credits)
- Keyboarding by touch or CAS 121

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 |
|--|------------------------------------|---|-----------|
| Winter Term | | | |
| <input type="checkbox"/> CAS 122 | Keyboarding for Speed and Accuracy | CAS 121, place into RD 90, WR 90; Rec: CAS 103W and 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; prior knowledge and use of computer technology; CAS 121 or equiv typing skills | 3 |
| <input type="checkbox"/> OS 220 | Business Editing Skills | CAS 216¹, CAS 121² . Rec: WR 115 | 4 |
| Spring Term | | | |
| <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 |
| Total Quarter Credits | | | 19 |
| 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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