



ADMINISTRATIVE ASSISTANT CERTIFICATE

(48 Quarter Credits)

2023-2024

Program Prerequisites:

- Placement into MTH 65 Beginning Algebra I (4 credits) or MTH 98 Quantitative Math (4 credits)
- WR 115 Introduction to Expository Writing (4 credits) or IRW 115 Critical Reading and Writing (5 credits) or equivalent placement
- CAS 121 Beginning Keyboarding (3 credits) or instructor permission

Coursework:

Course Number	Course Title	Prereqs	Credits
Fall Term			15
BA 104	Applied Business Math	IRW 115 or WR 115 or place; place into MTH 65 or MTH 98	4
BA 111	Introduction to Accounting & Finance	WR 115 or IRW 115 or place; place into MTH 65 or MTH 98	3
CAS 170	Beginning Spreadsheets using Excel	Rec: Place into IRW 115 or WR 115, and MTH 65 or MTH 98	3
OS 131	10-Key on Calculators	place into MTH 65 or MTH 98	1
WR 121 or WR 121Z	Composition I	IRW 115 or WR 115 or place	4
Winter Term			18
BA 131	Introduction to Business Technology	IRW 115 or WR 115 or place; place into MTH 65 or MTH 98. CAS 121 or keybrding by touch	4
BA 285	Human Relations in Organizations	IRW 115 or WR 115 or place; place into MTH 65 or 98. Rec: pre/co: WR 121 or WR 121Z and BA 101	3
CAS 216	Beginning Word	Rec: place into IRW 115 or WR 115; CAS 103W or CAS 104; key 25 wpm or CAS 122.	3
OS 220	Business Editing	Rec: WR 115 or place, CAS 216, CAS 121	4
	Administrative Assistant Certificate Elective	varied	4
Spring Term			15
BA 205	Business Communication	IRW 115 or WR 115 or place; place into MTH 65 or MTH 98 Rec: WR 121 or WR 121Z; BA 131 or CAS 133; BA 101	4
CAS 123	Production Keyboarding	CAS 216. Rec: OS 220, CAS 122, key 40 wpm	3
OS 240	Records and Information Management	Rec: Word processing and spreadsheet skills	4
OS 245	Office Systems & Procedures	CAS 216, OS 220	4
Total Quarter Credits			48

Administrative Assistant Certificate Electives			
Course Number	Course Title	Prereqs	Credits
May take any CAS/OS/WT course in addition to the required CAS/OS courses from the Administrative Assistant Certificate.			

- All candidates for a certificate must have at least a 2.0 minimum cumulative grade point average ("C" average).
- Credit courses, numbered below 100 cannot be used to fulfill the credit minimum requirements for certificates.
- At least 12 credits must be earned at CGCC, nine of which must apply to the certificate requirements. The final nine credits must be earned at CGCC.
- A maximum of 12 credits of "P" (pass) grades will apply to any one-year certificate. Some certificate requirements may vary and will be listed in that specific certificate.
- No more than 12 credits of Cooperative Education courses may apply to any one-year certificate.
- Only nine credits of 199 and 299 experimental courses apply.

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

Columbia Gorge Community College is an equal opportunity educator and employer.