



ADMINISTRATIVE PROFESSIONAL CERTIFICATE

(45 Quarter Credits)

2025-2026

Program Prerequisites:

- WR 115 Introduction to Expository Writing (4 credits) or IRW 115 Critical Reading and Writing (5 credits) or equivalent placement
- Keyboarding by touch or CAS 121 Beginning Keyboarding

Coursework:

Course Number	Course Title	Prerequisites	Credits
Fall Term			16
BA 104	Applied Business Math	IRW 115 or WR 115 or place; place into MTH 65 or MTH 98	4
	Administrative Assistant Certificate Elective		4
CAS 123	Keyboarding for Business	Recommended 24 wpm by touch	4
WR 121 or WR 121Z	Composition I	IRW 115 or WR 115 or place	4
Winter Term			14
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
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
BA 169Z	Data Analysis Using Microsoft Excel	BA 131	4
CAS 217	Intermediate Word	Rec: IRW 115 or WR 115 or place. Prerequisite CAS 216	3
OS 240	Records and Information Management	Rec: Word processing and spreadsheet skills	4
Total Quarter Credits			45

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.