

# Columbia Gorge Community College

Contact 541-506-6011(TD) or 541-386-3510 (HR) for more information

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

## ADMINISTRATIVE ASSISTANT

ASSOCIATES OF APPLIED SCIENCE (90-100 Credit Hours)

2008-2009 Academic Year

### Program Requirement:

- Complete the CAS/OS Certificate. All CAS/OS courses must be passed with a "C" grade or better. Please refer to pages 3-4 for the CAS/OS Certificate.

### Required Courses

#### Fall Term 2008

#### Credits

<input type="checkbox"/>	WR 122 (or higher)	English Composition	4	(Also offered W,S)
<input type="checkbox"/>	MTH 65	Elementary Algebra	4	
<input type="checkbox"/>	_____	General Education Elective	4	(Also offered W,S)
<input type="checkbox"/>	_____	BA Elective*	3-4	(Also offered W,S)

#### Winter Term 2009

<input type="checkbox"/>	CAS 140	Beginning Access	3	
<input type="checkbox"/>	_____	CAS/OS Elective	3	(Also offered F,S)
<input type="checkbox"/>	_____	CAS/OS Elective	3	(Also offered F,S)
<input type="checkbox"/>	_____	BA Elective*	3-4	(Also offered F,S)
<input type="checkbox"/>	_____	General Education Elective	4	(Also offered F,S)

#### Spring Term 2009

<input type="checkbox"/>	CAS 217	Intermediate Word	3	
<input type="checkbox"/>	OS 280 F & G	Work Experience/Seminar (unless taken in the first year)	5	(Also offered W)
<input type="checkbox"/>	_____	CAS/OS Elective	1-3	(Also offered F,W)
<input type="checkbox"/>	_____	General Education Elective	4	(Also offered F,W)

\*Approved BA electives not included in CAS/OS certificate. May not include BA 131 if CAS 133 was taken.

**Computer Application Electives  
(Total to equal 7 credits minimum)**

CAS 103	Intro to Windows 98	1
CAS 104	Basic Internet Skills	1
CAS 106	HTML	1
CAS 109	Beginning PowerPoint	1
CAS 111D	Web Site Creation: Dreamweaver	3
<b>-OR-</b>		
CAS 111F	Web Site Creation: FrontPage	3
CAS 112D	Intermediate Dreamweaver	3
CAS 122	Keyboarding for Speed & Accuracy	3
CAS 171	Intermediate Spreadsheet/Excel 3	
CAS 230	PageMaker	3
CIS 178	Applied Internet Concepts	4

**Approved Business Electives for Administrative Assistant Program**

BA 131 Computers in Business  
 BA 177 Payroll Accounting  
 BA 203 Introduction to International Business  
 BA 206 Management Fundamentals  
 BA 207 Introduction to E-Commerce  
 BA 211 Principles of Accounting I  
 BA 212 Principles of Accounting II  
 BA 213 Principles of Accounting III  
 BA 215 Basic Cost Accounting  
 BA 218 Personal Finance  
 BA 222 Financial Management  
 BA 223 Principles of Marketing  
 BA 224 Human Resource Management  
 BA 226 Business Law I  
 BA 228 Computer Accounting Applications  
 BA 238 Sales  
 BA 239 Advertising  
 BA 242 Introduction to Investments  
 BA 249 Principles of Retailing and E-tailing  
 BA 250 Small Business Management  
 BA 256 Income Tax  
 BA 280A Cooperative Education: Business Experience  
 BA 280 B Cooperative Education: Business Experience seminar

**General Education Distribution Requirements:**

**Arts and Humanities:**

Art, Literature, Spanish, Philosophy, Speech, Women's Studies, Writing (not 121, 122, 123)

**Social Sciences:**

Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology, Women's Studies

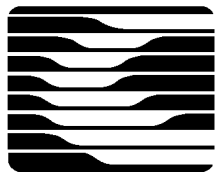
**Science and Math:**

Biology, Chemistry, Computer Information Systems (CIS 120, 121, 122 only), Environmental Science, General Science, Geology, Math (105 or higher)

**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.*

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Name: \_\_\_\_\_

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## COMPUTER APPLICATIONS AND OFFICE SYSTEMS CERTIFICATE

PROFESSIONAL TECHNICAL CERTIFICATE (52 - 55 Credit Hours)

2008-2009 Academic Year

Program Requirements:

- Placement in WR 115, MTH 20, and keyboarding by touch or CAS 121.
- Additional skill requirements are recommended for some Business Administration and Computer Application and Office courses as listed in the Course Description section of the catalog.
- All CAS/OS courses must be passed with a "C" grade or better.

### Required Courses

#### Fall Term 2008

			<u>Credits</u>	
<input type="checkbox"/>	CAS 133	Basic Computer Skills/ MS Office	4	(Also offered W,S)
	<b>-OR-</b>			
<input type="checkbox"/>	_____	CAS Elective ( <i>See approved elective list</i> )	4	
<input type="checkbox"/>	BA 111	Intro to Accounting	3	(Also offered S)
<input type="checkbox"/>	CAS 216	Beginning Word	3	(Also offered W)
<input type="checkbox"/>	WR 121	English Composition	4	(Also offered W,S)
<input type="checkbox"/>	MTH 30	Business Math	4	

#### Winter Term 2009

<input type="checkbox"/>	OS 240	Filing	4	(Internet class- PCC)
<input type="checkbox"/>	OS 120	Business Editing Skills*	4	(Internet class- PCC)
<input type="checkbox"/>	CAS 246	Integrated Computer Projects*	4	(Internet class- PCC)
<input type="checkbox"/>	BA 285	Human Relations - Organizations	3	
<input type="checkbox"/>	OS131	10 Key on Calculators	1	(Also offered F,S)

#### Spring Term 2009

<input type="checkbox"/>	CAS 170	Beginning Spreadsheet/Excel	3	(Also offered F,W)
<input type="checkbox"/>	CAS 123	Production Keyboarding*	3	
<input type="checkbox"/>	OS 245	Office Systems & Procedures*	4	(Internet class- PCC)
<input type="checkbox"/>	BA 205	Solving Comm. Problems/Tech*	4	
<input type="checkbox"/>	_____	General Education	4	(Also offered F,W)

**Approved CAS/OS Electives for Computer Applications and Office Systems  
(4 credits minimum)**

CAS	103 Intro to Windows 98	1	
CAS	104 Basic Internet Skills	1	
CAS	106 HTML	1	
CAS	109 Beginning PowerPoint	1	(Internet class- PCC)
CAS	111D Web Site Creation: Dreamweaver	3	(Internet class- PCC)
	<b>or</b>		
CAS	111F Web Site Creation: FrontPage	3	(Internet class- PCC)
CAS	122 Keyboarding for Speed & Accuracy*	3	(Internet class- PCC)
CAS	140 Beginning Access	3	
CAS	171 Intermediate Spreadsheet/Excel*	3	
CAS	217 Intermediate Word*	3	
OS	280F**	1-2	
OS	280G***	1	

***Approved Elective terms are projections only. Some courses may be offered as on-line classes.***

\*See course descriptions for requirements for this course.

\*\* A minimum of 15 CAS/OS credits completed before enrolling

\*\*\* A minimum of 15 CAS/OS credits completed before enrolling. Concurrent enrollment in OS 280F

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