

Administrative Support Specialist – CAS/OS

Professional/Technical Pathway

This two-term pathway is designed for students who wish to increase their skills and advance in the field of office administration. Students will complete this pathway in two terms and receive a certificate while earning 26 credits that may be applicable to the Computer Applications/Office Systems One Year Certificate and Associate of Applied Science Degrees.

Students will study a variety of software applications common in today’s dynamic office environment. They will improve their use of correct business grammar and typing skills while gaining the skills and knowledge necessary to create and edit professional business documents, spreadsheets, charts and effective desktop publications such as fliers and reports.

Features

- Students participate in three hours a week of Career Planning.
- Through the Career Planning course a cohort learning community is developed and supports students as they pursue employment in Office Administration.
- Students earn college credit that may be applicable to the PCC Two-Year Associate of Applied Science Degree - Administrative Assistant.
- This training is on the State of Oregon Eligible Training Providers list (WIA).
- Offered in partnership with the PCC Department of Computer Applications and Office Systems.

Format

First term classes are held four mornings a week at the Sylvania Campus with an additional 3-hour weekly Career Planning course on Friday mornings. Second-term classes are selected from course sections offered in the PCC schedule.

Costs

Estimated:

Term 1

Tuition, Fees* (13 credits).....	\$1,950.60
Books (approximate).....	\$297.85
Total	\$2,248.45

**Includes fee for career guidance, Career Planning course and job placement assistance.*

Term 2

Tuition, Fees (13 credits).....	\$1,123.80
Books (approximate).....	\$329.10
Total	\$1,452.90
Total Estimated Cost**:	\$3,701.35

***Includes parking*

Prerequisites

- High School Diploma or GED
- Completion of a COMPASS placement exam at a PCC testing office with placement into: Writing 121, Reading 115, and Math 20
- For information on a free workshop on the COMPASS placement exam call 503-788-6218.

Courses

Term 1

CAS 170 Beginning Excel.....	3 cr
CAS 216 Beginning Word.....	3 cr
OS 220 Business Editing.....	4 cr
WFTT 23 Career Planning.....	non-credit
Total Credits (Term 1).....	13

Term 2

CAS 123 Production Keyboarding.....	3 cr
CAS 217 Intermediate Word.....	3 cr
CAS 231 Publisher	3 cr
WR 121 English Composition.....	4 cr
Total Credits (Term 2).....	13

Total Credits – Both Terms26

Steps to Admission

1. Apply for Admission to PCC
2. Take the College placement exam. You can call one of the PCC testing centers for an exam schedule:

Cascade Campus	503-978-5234
Rock Creek Campus	503-614-7300
SE Center.....	503-788-6277
Sylvania Campus.....	503-977-4533
3. Complete the PCC online student orientation.
4. Speak with the staff person listed below.

Contact

Laurie Chadwick, 503-788-6233, laurie.chadwick@pcc.edu

Portland Community College is an Affirmative Action, Equal Employment Opportunity Institution. If you have a disability that requires any special materials, services or assistance, please contact the Office for Students with Disabilities, 503-977-4341, TTY 503-977-4877, at least 72 hours prior to the first class so we may arrange appropriate accommodations. For general information via TTY, call 503-977-4877.

