

CAREER PATHWAYS TRAINING

Administrative Support Specialist/ Word Processing–CAS/OS



Career Technical Pathway

This two-term pathway is designed for students who wish to increase their skills to 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 Degree.

Students will study a variety of software applications common in today's dynamic office environment. They will improve their typing skills and use of correct business grammar 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.

Training Format

First-term classes may be held Monday through Thursday, primarily during the day. Second-term classes are selected from course sections offered throughout the PCC system.

Features

- Students participate in career planning seminars and receive job coaching services.
- Through the career planning course a cohort learning community is developed and supports students as they pursue employment in field of administrative support.
- Students earn college credit that may be applicable to the PCC Associate of Applied Science Degree—Administrative Assistant.
- Training is on the State of Oregon Eligible Training Providers list (WIA).
- Offered in partnership with the PCC Computer Applications and Office Systems Department.

Prerequisites

- High school diploma or GED.
- Completion of a COMPASS placement exam at a PCC testing center (results of the exam should place students into Writing 121, Reading 115 and Math 20).
- For COMPASS test-taking workshop information, call 971-722-6218.

Courses

Term 1

CAS 122	Keyboarding for Speed/Accuracy	3 credits
CAS 170	Beginning Excel	3 credits
CAS 216	Beginning Word	3 credits
OS 220	Business Editing	4 credits
WFTT 23	Career Planning Seminars	non-credit

Term 2

CAS 123	Production Keyboarding	3 credits
CAS 217	Intermediate Word	3 credits
CAS 231	Publisher	3 credits
WR 121	English Composition	4 credits

Total credits for two-term training **26**

Estimated Cost

Term 1	\$2,074.65
Term 2	\$1,679.15

Total \$3,747

Total includes fee for job coaching and career planning seminars in Term 1, ongoing job search assistance, tuition, fees, books and parking.

For the most up-to-date costs, visit www.pcc.edu/cp.

Steps to Admission

1. Visit www.pcc.edu/cp for the most current details on this pathway.
2. Apply for admission to PCC.
3. Take the college placement exam. Call one of the PCC testing centers listed below for an exam schedule:

Cascade Campus	971-722-5234
Rock Creek Campus	971-722-7300
SE Center	971-722-6277
Sylvania Campus	971-722-4533
4. Complete the PCC online student orientation.
5. Speak with the contact person listed below.

Contact

Laurie Chadwick, 971-722-6233, laurie.chadwick@pcc.edu

For more information visit www.pcc.edu/cp