

Career and Program Description

An administrative assistant possesses advanced knowledge of popular software applications, excellent communication, and interpersonal skills. An administrative assistant is prepared to make decisions, set priorities, and establish workflow.

Program Prerequisites and Requirements

MTH 65 or higher or passing the math competency exam is required for graduation.

Complete the following six parts to get **94 credits** minimum:

1. The CAS/OS One-Year Certificate Prerequisite (52 credits)
2. All of the Core Requirements (14-15 credits)
3. All of the General Education Requirements (16 credits)
4. Six credits minimum of the CAS/CIS Restricted Electives
5. Six credits minimum of the BA Restricted Electives
6. Any additional CAS/CIS Restricted Electives until total credits are **94 or above**

All CAS/OS courses to be applied toward a CAS/OS certificate or degree must be passed with a “C” grade or better. (One credit courses must receive a pass grade.)

Recommended Course Sequence ❶

See a CAS/OS advisor for help in adjusting the course sequence to fit your needs.

First, Second, and Third Term

Course	Title	Credits
	See the CAS/OS One-Year Certificate for its recommended course sequence.	52

Fourth Term

Course	Title	Credits
MTH 65 ❷	Intermediate Algebra	4
CAS 217	Intermediate Word	3
WR _____	Writing course higher than WR 121	3 - 4
	CAS/CIS Restricted Electives ❸	3 - 4
Suggested Credits for Term		13 - 15

Fifth Term

Course	Title	Credits
CAS 140	Beginning Access	3
	CAS/CIS Restricted Electives ❸	3 - 4
	BA Restricted Electives ❹	3 - 4
	General Education	6 - 8
Suggested Credits for Term		15 - 18

Sixth Term

Course	Title	Credits
	CAS/CIS Restricted Electives ❸	3 - 4
	BA Restricted Electives ❹	3 - 4
	General Education	6 - 8
OS 280F ❺	Co-op Ed: Administrative Assistant	2 - 4
OS 280G	Co-op Ed: Administrative Assistant Seminar	1
Suggested Credits for Term		15 - 18

❶ Scheduling requirements may prevent some courses from being offered every term or at every campus.

❷ If the math competency exam has been passed, take a General Education course from the fifth or sixth term in place of MTH 65.

❸ CAS/CIS Restricted Electives and BA Restricted Electives are listed on page 2.

❹ Total co-op credits will depend on whether any were taken to complete the CAS/OS One-Year Certificate.

Prerequisite Requirements
(52 credits minimum required)

The CAS/OS One-Year Certificate should be completed first. See the CAS/OS One-Year Certificate Advising Guide for the required courses.

Core Requirements
(All courses required = 14-15 credits)

Course	Title	Credits	Course	Title	Credits
CAS 140	Beginning Access	3	OS 280G ❷	Co-op Ed: Administrative Assistant Seminar	1
CAS 217	Intermediate Word	3	WR _____	Writing course higher than WR 121 ❸	3 - 4
OS 280F ❶	Co-op Ed: Administrative Assistant	4			

General Education Requirements
(16 credits minimum required)

At least one course and no more than eight credits must be applied to each of the categories shown at the right. Consult a CAS/OS advisor or the PCC catalog for appropriate General Education courses.

- 1) Arts and Humanities
- 2) Social Science
- 3) Math, Natural/Physical Science, and Computer Studies.

Note: The General Education course taken for the CAS/OS One-Year Certificate counts towards the 16-credit minimum requirement.

CAS/CIS Restricted Electives
(6 credits minimum required – choose additional courses until total credits are 94 or above)

Course	Title	Credits	Course	Title	Credits
CAS 103	Introduction to Windows	1	CAS 150	Introduction to Speech Recognition	1
CAS 104	Basic Internet Skills	1	CAS 151	Microsoft Outlook	1
CAS 106	Introduction to X/HTML	1	CAS 171	Intermediate Excel	3
CAS 109	Beginning PowerPoint	1	CAS 220	Microsoft Project	3
CAS 111D	Beginning Web Site Creation: Dreamweaver	3	CAS 231	Publisher	3
or CAS 111F	Beginning Web Site Creation: FrontPage	3	CAS 232	Desktop Publishing: InDesign	3
CAS 211D	Intermediate Dreamweaver	3	CIS 178	Applied Internet Concepts	4
CAS 122	Keyboarding for Speed and Accuracy	3			

BA Restricted Electives
(6 credits minimum required)

Take any two Business Administration (BA) courses that have not been taken to complete the CAS/OS One-Year Certificate. May not include BA 131 if CAS 133 was taken.

- ❶ A minimum of 15 credits of CAS/OS courses must be satisfactorily completed before enrolling in OS 280F.
- ❷ OS 280G must be taken at the same time as OS 280F.
- ❸ Writing course must have a WR 121 prerequisite.

For additional information regarding CAS/OS programs:

- visit our websites at www.pcc.edu/cas and spot.pcc.edu/computers
- call us at (503) 977-4393.