

Career and Program Description

Coordinates various office support services and frequently supervises office support staff. Establishes short range and long range plans for the office. Requires excellent communication and organizational skills.

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 (16 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 171 or BA 210	Intermediate Excel Advanced Accounting Spreadsheet Applications	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
BA 206	Management Fundamentals	3
BA 211	Principles of Accounting I	3
	General Education	6 - 8
Suggested Credits for Term		15 - 17

Sixth Term

Course	Title	Credits
	BA Restricted Electives ❸	6 - 8
	CAS/CIS Restricted Electives ❸	3 - 4
	General Education	6
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.

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 = 16 credits)

Course	Title	Credits	Course	Title	Credits
CAS 140	Beginning Access	3	BA 206	Management Fundamentals	3
CAS 171 or BA 210	Intermediate Excel Adv. Accounting Spreadsheet Applications	3	BA 211	Principles of Accounting I	3
			WR _____	Writing course higher than WR 121 ❷	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 106	Introduction to X/HTML	1	CAS 151	Microsoft Outlook	1
CAS 109	Beginning PowerPoint	1	CAS 217	Intermediate Word	3
CAS 111D or CAS 111F	Beginning Web Site Creation: Dreamweaver Beginning Web Site Creation: FrontPage	3	CAS 220	Microsoft Project	3
CAS 211D	Intermediate Dreamweaver	3	CAS 231	Publisher	3
CAS 122	Keyboarding for Speed and Accuracy	3	CAS 232	Desktop Publishing: InDesign	3
			CIS 178	Applied Internet Concepts	4

BA Restricted Electives
(6 credits minimum required)

Course	Title	Credits	Course	Title	Credits
BA 101	Introduction to Business	4	BA 224	Human Resource Management	3
BA 177	Payroll Accounting	3	BA 226	Business Law I	4
BA 203	Introduction to International Business	3	BA 228	Computer Accounting Applications	3
BA 207	Introduction to E-Commerce	4	BA 238	Sales	3
BA 212	Principles of Accounting II	3	BA 239	Advertising	3
BA 223	Principles of Marketing	3	BA 242	Introduction to Investments	3

❶ See the CAS/OS One-Year Certificate for its required courses.

❷ 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.