

Career and Program Description

Career Pathway Certificates are short-term educational goals geared towards specific areas in Computer Applications and Office Systems. These certificates will address the need for a logical pathway of success for students. Students will be able to earn the certificate and then continue on to our existing one-year and two-year programs in a seamless path. These certificates may also lead toward entry-level jobs. Students who want to upgrade their skills in a specific area of Computer Applications and Office Systems may also benefit from these certificates.

Certificate Requirements

Complete all the courses listed for the specific certificate.

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.)

Basic Computer Literacy (13 credits)

The Basic Computer Literacy certificate will benefit those who want to:

- Attain entry-level jobs in the area of office support and information clerk.
- Learn new computer applications and office skills or upgrade existing computer applications and office skills.

Course	Title	Credits	Course	Title	Credits
CAS 122	Keyboarding for Speed and Accuracy	3	CAS 170	Beginning Excel	3
CAS 133	Basic Computer Skills / MS Office	4	CAS 216	Beginning Word	3

Word Processing (26 credits)

The Word Processing certificate will benefit those who want to:

- Attain entry-level jobs in the area of word processor, clerical support, and project assistant.
- Learn new computer applications and office skills or upgrade existing computer applications and office skills.

Course	Title	Credits	Course	Title	Credits
CAS 122	Keyboarding for Speed and Accuracy	3	CAS 217	Intermediate Word	3
CAS 123	Production Keyboarding	3	CAS 231	Publisher	3
CAS 170	Beginning Excel	3	OS 120	Business Editing Skills	4
CAS 216	Beginning Word	3	WR 121	English Composition or higher	4

Spreadsheet (27 credits)

The Spreadsheet certificate will benefit those who want to:

- Attain entry-level jobs in the area of bookkeeping assistant, data entry, office assistant, and bank teller.
- Learn new computer applications and office skills or upgrade existing computer applications and office skills.

Course	Title	Credits	Course	Title	Credits
OS 131	10-key on Calculator	1	CAS 216	Beginning Word	3
CAS 122	Keyboarding for Speed and Accuracy	3	or CAS 217	Intermediate Word	
CAS 140	Beginning Access	3	BA 111	Introduction to Accounting	3
CAS 170	Beginning Excel	3	MTH 30	Business Mathematics	4
CAS 171	Intermediate Excel	3	WR 121	English Composition or higher	4

Office Assistant (43 credits)

The Office Assistant certificate will benefit those who want to:

- Attain entry-level jobs in the area of office assistant.
- Learn new computer applications and office skills or upgrade existing computer applications and office skills.

Course	Title	Credits	Course	Title	Credits
CAS 109	Beginning PowerPoint	1	OS 120	Business Editing Skills	4
CAS 123	Production Keyboarding	3	OS 240	Filing and Records Management	4
CAS 140	Beginning Access	3	OS 245	Office Systems and Procedures	4
CAS 170	Beginning Excel	3	OS 280F ^❶	Co-op Ed: Administrative Assistant	2
or CAS 171	Intermediate Excel	3	OS 280G ^❷	Co-op Ed: Administrative Assistant Seminar	1
CAS 216	Beginning Word	3	BA 205	Solving Comm. Problems with Technology	4
CAS 217	Intermediate Word	3	WR 121	English Composition or higher	4
CAS 246	Integrated Computer Projects	4			

Web Assistant I (12-14 credits)

The Web Assistant I certificate will benefit those who want to:

- Attain entry-level jobs in the area of web support.
- Learn new or upgrade existing web development skills.

Course	Title	Credits	Course	Title	Credits
CAS 111D	Beginning Web Site Creation: Dreamweaver	3	CAS 208	Beginning Photoshop for the Web	1 - 3
CAS 211D	Intermediate Dreamweaver	3	or CAS 110	Intro to Web Graphics Using Fireworks	
CAS 206	Principles of HTML/XHTML	4	CAS 280W	Co-op Ed: Web Site Development	1

Web Assistant II (24-26 credits)

The Web Assistant II certificate will benefit those who want to:

- Attain entry-level jobs in the area of web support.
- Learn new or upgrade existing web development skills.

Course	Title	Credits	Course	Title	Credits
CAS 111D	Beginning Web Site Creation: Dreamweaver	3	CAS 215	CSS and Dynamic HTML	4
CAS 211D	Intermediate Dreamweaver	3	or CAS 214	Beginning ColdFusion	
CAS 175	Introduction to Flash	3	CAS 208	Beginning Photoshop for the Web	1 - 3
CAS 206	Principles of HTML/XHTML	4	or CAS 110	Intro to Web Graphics Using Fireworks	
CAS 213	Enhancing Web Pages with JavaScript	4	CAS 280W	Co-op Ed: Web Site Development	2

^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.

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**