

Career and Program Description

The Computer Applications and Office Systems certificate is intended to meet business career needs for entry-level administrative assistants, secretaries and receptionists, file clerks, and data entry personnel. Workers in these positions may perform a wide variety of duties such as working with modern office technology to produce and file business documents, greeting the public, planning and scheduling, accounting, and creating web pages.

Program Prerequisites and Requirements

Placement into RD 115, WR 115 and MTH 20. Completion of CAS 121 or ability to keyboard by touch. Some program courses may be taken while completing these prerequisites. See a CAS/OS advisor for more information.

Complete the following four parts to get **52 credits** minimum:

1. All of the Core Requirements (47 - 48 credits)
2. All of the General Education Requirements (3 credits minimum)
3. Three credits minimum of the CAS/OS Restricted Electives
4. Any additional CAS/OS Restricted Electives until total credits are **52 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 Term

Course	Title	Credits
CAS 133 ❷	Basic Computer Skills / MS Office	4
CAS 216	Beginning Word	3
OS 120	Business Editing Skills	4
OS 240	Filing and Records Management	4
CAS 122 ❸	Keyboarding for Speed and Accuracy	3
Suggested Credits for Term		18

Second Term

Course	Title	Credits
CAS 123	Production Keyboarding	3
CAS 170	Beginning Excel	3
OS 131	10-key on Calculators	1
MTH 30	Business Mathematics	4
BA 285	Human Relations	3
WR 121	English Composition	4
Suggested Credits for Term		18

Third Term

Course	Title	Credits
CAS 246	Integrated Computer Projects	4
OS 245	Office Systems and Procedures	4
BA 111	Introduction to Accounting	3
BA 205	Solving Communication Problems with Technology	4
	General Education	3
Suggested Credits for Term		18

- ❶ Scheduling requirements may prevent some courses from being offered every term or at every campus.
- ❷ If you are computer literate, you may replace CAS 133 with a CAS/OS Restricted Elective from page 2. Computer literacy includes knowledge of electronic file management (creating, moving, copying, renaming, and deleting files and folders), and basic word processing, spreadsheet, and email/internet skills.
- ❸ Select this course if your typing speed is less than 45 wpm and/or your accuracy needs improvement; it can be used as a CAS/OS elective. Otherwise, select a different CAS/OS Restricted Elective from page 2.

Core Requirements
(All courses required = 47 to 48 credits)

Course	Title	Credits	Course	Title	Credits
CAS 123	Production Keyboarding	3	OS 240	Filing and Records Management	4
CAS 133 ^❶	Basic Computer Skills / MS Office or CAS/OS Restricted Elective ^❶	3 - 4	OS 245	Office Systems and Procedures	4
CAS 170	Beginning Excel	3	BA 111	Introduction to Accounting	3
CAS 216	Beginning Word	3	BA 205	Solving Communication Problems w/Tech.	4
CAS 246	Integrated Computer Projects	4	BA 285	Human Relations-Organizations	3
OS 120	Business Editing Skills	4	MTH 30	Business Mathematics	4
OS 131	10-key on Calculators	1	WR 121	English Composition	4

General Education Requirements
(3 credits minimum required)

Only **one** General Education course is required and the course must be applied to one of the categories shown at the right. Consult a CAS/OS advisor or the PCC catalog.

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

CAS/OS Restricted Electives
(3 credits minimum required – choose additional courses until total credits are 52 or above)

Course	Title	Credits	Course	Title	Credits
CAS 103	Introduction to Windows	1	CAS 140	Beginning Access	3
CAS 104	Basic Internet Skills	1	CAS 171	Intermediate Excel	3
CAS 106	Introduction to X/HTML	1	CAS 217	Intermediate Word	3
CAS 109	Beginning PowerPoint	1	CAS 231	Publisher	3
CAS 111D or CAS 111F	Beginning Web Site Creation: Dreamweaver Beginning Web Site Creation: FrontPage	3	CAS 232	Desktop Publishing: InDesign	3
CAS 122 ^❷	Keyboarding for Speed and Accuracy	3	OS 280F ^❸	Co-op Ed: Administrative Assistant	1 - 2
			OS 280G ^❹	Co-op Ed: Administrative Assistant – Seminar	1

- ❶ If you are computer literate, you may replace CAS 133 with a CAS/OS Restricted Elective from the list. Computer literacy includes knowledge of electronic file management (creating, moving, copying, renaming, and deleting files and folders), and basic word processing, spreadsheet, and email/internet skills.
- ❷ It is recommended that CAS 122 be taken if your typing speed is less than 45 wpm and/or your accuracy needs improvement.
- ❸ A minimum of 15 credits of CAS/OS courses must be satisfactorily completed before enrolling in OS 280F.
- ❹ 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.