

May 18, 2006

06-077

AUTHORITY TO APPLY TO THE STATE BOARD OF  
EDUCATION FOR APPROVAL OF THE FOLLOWING  
CERTIFICATES IN COMPUTER  
APPLICATIONS/OFFICE SYSTEMS: BASIC  
COMPUTER LITERACY, WORD PROCESSING,  
SPREADSHEET, OFFICE ASSISTANT, WEB  
ASSISTANT I, AND WEB ASSISTANT II TO INCLUDE  
PORTLAND COMMUNITY COLLEGE, TILLAMOOK BAY  
COMMUNITY COLLEGE, AND COLUMBIA GORGE  
COMMUNITY COLLEGE

PREPARED BY:

Amy Alday-Murray, Curriculum Manager

APPROVED BY:

Dr. Christine Chairsell, Vice President, Academic and  
Student Affairs

Dr. Preston Pulliams, District President

REPORT

The certificates of completion will enable students to establish and realize short-term training goals for specific job entry points in the area of computer applications and office systems.

The certificates will serve as career pathways to existing one-year certificates:

- Computer Applications and Office Systems
- Web Site Development

and the two-year Associate of Applied Science degrees:

- Administrative Assistant
- Administrative Assistant—Office Management

All courses within the proposed certificates are part of the current CAS/OS certificates and degree program.

Additionally, students who need to upgrade their current skills will be able to receive a state-approved certificate in a specific area. The certificates will benefit students who may have to postpone their education due to the need to remain employed while attending college by earning a shorter-term certificate to support workplace skills while moving the student toward earning a degree. Upon returning to college, the student will be able to apply all

course work toward an AAS degree. The Oregon Department of Education is encouraging community colleges to evaluate existing programs in terms of how larger certificates and degrees can be sorted by skill set, creating a seamless career pathway for the student.

These certificates have been designed with input of the SAC and the external advisory board to meet workforce need.

RECOMMENDATION:

That the College be authorized to submit an application to the Oregon Department of Education for six certificates of completion for Portland Community College, Tillamook Bay Community College, and Columbia Gorge Community College.