St. Helen High School

Portland Community College
Office Systems

This program of study should serve as a guide, along with other career planning materials, as you continue your career path. Courses listed within this plan are only recommended coursework and should be individualized coursework to meet each learner's educational and career goals.

Key
Carrer PAthway Academic Required Courses
Career Pathway Recommended Courses/Learner Activities
Articulated Courses
1-year Certificate
AAS Degree
University
Proposed Pathway Course

Education Levels	Grade	English / Language Arts	Math	Science	Social Studies / Sciences	Other Required Courses and Electives	Career Pathway Core Classes	Recommended Courses and/or Learning Activities	Degree or Diploma
	Grade Level	**PROGRAM OF STUDY**							
HS	**9**	English Language Arts 9	Algebra 1	Intergrated Science	World Studies	PE 1	Accounting		Diploma
	10	English Language Arts 10	Geometry	Biology	American Studies	Health and PE 2	Business Principles		
	11	English Language Arts 11	Algebra 2	Physics	Social Studies	World Language	Business Technology 1	Marketing	
	12	English Language Arts 12 or Humanities	Post Secondary Prep -Additional Year or semester of Math	Post Secondary Prep -Additional Year or semester of Science	Government/ Economics	World Language	Business Management	Business Technology 2	
PCC	**TERM**	**PROGRAM OF STUDY**						**Certificates/Degrees/Occupations**	
	FIRST TERM	BA 111 Introduction to Accounting	BA205 Business Communication Using Technology	BA 285 Human Relaations-Organizations	CAS 109 Beginning PowerPoint	CAS 123 Production keyboarding		**Administrative Assistant1-year Certificate**	
	SECOND TERM	CAS 133 Basic Computer Skills	CAS 140 Beginning Access	CAS 170 Beginning Excel	CAS 216 Beginning Word			Minimum of 51 credits The Computer Applications and Office Systems (CAS/OS) program prepares students for careers in two large and growing fields: administrative support and web site development and design. Many students take these courses to improve their current job skills or to learn new skills to help them move into a new career. The CAS/OS classes will support students in many other academic endeavors. For the benefit of our students, nearly all CAS/OS courses are offered in both a distance learning and computerized classroom format.	
	THIRD TERM	WR 121 English Compostion	Administrative Assisit Elective	OS 131 10-key on Claculators	OS 220 Business Editing Skills				
	FOURTH TERM	OS 240 Filing and Records Management	CAS 246 Integrated Computer Projects	OS 245 Office Systems and Porcedures					
PCC	**TERM**	**PROGRAM OF STUDY**					**TERM**	**Certificates/Degrees/Occupations**	
	FIRST TERM	BA 111 Introduction to Accounting	BA205 Business Communication Using Technology	BA 285 Human Relaations-Organizations	CAS 109 Beginning PowerPoint	CAS 123 Production keyboarding		**Associate of Applied Science 94 Total Credits required**	
	SECOND TERM	CAS 133 Basic Computer Skills	CAS 140 Beginning Access	CAS 170 Beginning Excel	CAS 216 Beginning Word				
	THIRD TERM	WR 121 English Compostion	Administrative Assisit Elective	OS 131 10-key on Claculators	OS 220 Business Editing Skills			**Administrative Office Professional:** An administrative office professional coordinates various office support services and frequently supervises office support staff. This professional also establishes short range and long range plans for the office. This degree requires excellent communication and organizational skills. Students who successfully complete the Administrative Office Professional degree will develop skills and knowledge appropriate to an entry-level office position as an administrative assistant leading to managerial responsibilities. This is a statewide program that provides connected instruction and a pathway for completion between participating Oregon community colleges. Students may start at any participating college but transfer and complete credits at any appropriate college.	
	FOURTH TERM	OS 240 Filing and Records Management	CAS 246 Integrated Computer Projects	OS 245 Office Systems and Porcedures	General Education				
	FIFTH TERM	General Education	General Education	Adminstrative Elective	Administrative Elective				
	SIXTH TERM	Administrative Elective	Administrative Assisit Elective	OS 280 F Cooperative Education: Administrative Assistant					
UNI									