

CAS/OS Administrative Assistant: Administrative Support Career Pathway Certificate

NOTE: Oregon Coast Community College (OCCC) delivers college credit instruction, certificates and degrees through its Inter-Governmental Agreement with Portland Community College (PCC). **PCC is discontinuing this certificate. As of October 5, 2019, this program is no longer accepting new students.**

Academic Requirements

Minimum 26 credits. Students must meet all certificate requirements. The Administrative Support Certificate is a Career Pathway. All courses are contained in the Administrative Assistant AAS Degree.

Certificate Outcomes

- Be prepared for entry-level jobs in the area of word processor and clerical support.
- Learn new computer applications and office skills.
- Upgrade existing computer applications and office skills.

Administrative Assistant Degree Electives

May take any CAS/OS course in addition to the required CAS/OS courses from the Administrative Assistant degree or certificate. CIS 178 may be taken as a CAS/OS elective.

Program: [Computer Applications Systems](#)

Type: Certificate

Administrative Support Certificate Courses

Item #	Title	Credits
CAS 122	Keyboarding for Speed and Accuracy	3
CAS 123	Professional Document Formatting	3
CAS 170	Beginning Excel	3
CAS 216	Beginning Word	3
CAS 217	Intermediate Word	3
OS 220	Business Editing Skills	4
WR 121	English Composition	4
	3 Credits Administrative Assistant Degree Electives	3
	Sub-Total Credits	26
	Total credits:	26

3 Credits Administrative Assistant Degree Electives

Program

3

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