

CAS/OS Administrative Assistant: Business Office Assistant 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.

Certificate Outcomes

- Be prepared for entry-level jobs
- Learn new computer applications and office skills.
- Upgrade existing computer applications and office skills.

Program: [Computer Applications Systems](#)

Type: Certificate

Business Office Assistant Certificate Courses

Item #	Title	Credits
BA 111	Introduction to Accounting	3
CAS 122	Keyboarding for Speed and Accuracy	3
CAS 140	Beginning Access	3
CAS 170	Beginning Excel	3
CAS 171	Intermediate Excel	3
	CAS 216 or CAS 217	3
CAS 246	Integrated Computer Projects	4
OS 131	10-key on Calculators	1
WR 121	English Composition	4
	Sub-Total Credits	27
	Total credits:	27

CAS 216 or CAS 217

Program

3

CAS 216

Beginning Word

Program

3

CAS 217

Intermediate Word

Program

3