

# CAS/OS Administrative Assistant: Computer Software Fundamentals Career Pathway Certificate

Minimum 13 credits. Students must meet all certificate requirements. The Computer Software Fundamentals Certificate is a Career Pathway. All courses are contained in the Administrative Assistant AAS Degree.

*If a student already has knowledge of basic computer skills they may substitute a class from the Administrative Assistant Certificate Elective list For CAS 133.*

## Certificate Outcomes

- Apply new computer applications and office skills at an entry level.
- Be prepared for entry-level jobs in the area of office support and information clerk.

## Program Costs

Please see college website for program costs. Contact Student Services at 541-867-8503 to find out about Financial Aid eligibility.

Roadmap Link:

<http://oregon.ctepathways.org/c/version/2116/8974.html>

**Program:** [Computer Applications Systems](#)

**Type:** Certificate

## Computer Software Fundamentals Certificate Courses

Item #	Title	Credits
CAS 122	Keyboarding for Speed and Accuracy	3
CAS 133	Basic Computer Skills/Microsoft Office	4
CAS 170	Beginning Excel	3
CAS 216	Beginning Word	3
	<b>Sub-Total Credits</b>	<b>13</b>
	Total credits:	13