

# Associate of Applied Science Administrative Assistant 90 Total Credits Minimum - 2006-2007 Catalog

## Career Description

An administrative assistant possesses advanced knowledge of popular software applications, excellent communication and interpersonal skills. An administrative assistant is prepared to make decisions, set priorities and establish workflow.

## Program Prerequisites

Completion of the CAS/OS One-year Certificate (52 credits minimum)

All CAS/OS courses must be passed with a "C" grade or better. (One-credit classes must receive a Pass grade.)

## College Graduation Math Requirement

Complete MTH 65 or complete a higher level math course or pass the Math competency exam.

## Important

- **Math 65 and Math 30 (from one-year certificate) cannot be counted towards the 90 credit minimum.**
- **If total credits are below 90, students will need to complete additional CAS/OS restricted elective classes until total is 90 or above.**

**Note:** Students receiving the AAS – Administrative Assistant degree may participate in the graduation ceremony. (Students should file a petition to graduate with the Graduation Office two terms before they expect to complete requirements for a degree or certificate.)

## Required Classes

<b>1-year Administrative Assistant Certificate</b>		<b>52 minimum</b>
CAS 140	Beginning Access	3
CAS 217	Intermediate Word	3
OS 280F <sup>❶</sup>	Co-op Education: Admin Assistant	2-4
OS 280G	Co-op Education: Admin Assistant Seminar	1
MTH 65 <sup>❷</sup>	Intermediate Algebra	4
WR	Writing Course Higher than WR 121	3
	General Education	13

## CAS/CIS Restricted Electives (6 credits minimum)

CAS 103	Introduction to Windows	1
CAS 104	Basic Internet Skills	1
CAS 106	Intro to HTML	1
CAS 109	Beginning PowerPoint	1
CAS 111D or CAS 111F <sup>❸</sup>	Beginning Web Site Creation: Dreamweaver or FrontPage	
CAS 112D	Intermediate Dreamweaver	3
CAS 122	Keyboarding for Speed and Accuracy	3
CAS 150	Intro to Speech Recognition	1
CAS 171	Intermediate Excel	3
CAS 230	PageMaker	3
CAS 231	MS Publisher	3
CIS 178	Applied Internet Concepts	4

<sup>❶</sup> Total Co-op credits will depend upon whether any were taken to complete the CAS/OS one-year certificate

<sup>❷</sup> Students who have passed the Math competency exam do not need to take MTH 65

<sup>❸</sup> Student may **not** use credits for both CAS 111D and CAS 111F.

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**Business Administration Restricted Electives  
(Total to equal 6 credits minimum)**

Take any two BA courses excluding any BA courses taken to complete the one-year CAS/OS Certificate. BA 131 will not be counted if CAS 133 was already completed.

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Scheduling requirements prevent all courses from being offered every term.

**Please schedule an advising appointment with a CAS/OS Advisor:**

**Cascade Campus – 503-978-5317**

**Sylvania Campus – 503-977-4393**

**Rock Creek Campus – 503-614-7235**