

Portland Community College
Computer Applications / Office Systems
Marketable Skills Completion Chart

Student's Name
"G" Number

Date:
Telephone Number:

	Courses	Instructor Signature	Term	Grade
CAS 103	Introduction to Windows			
CAS 106	Introduction to X/HTML			
CAS 109	Beginning PowerPoint			
CAS 110	Intro to Web Graphics - Fireworks			
CAS 111D	Beginning Web Site Creation - Dreamweaver			
CAS 111F	Beginning Web Site Creation - Frontpage			
CAS 112D	Intermediate Web Site Creation - Dreamweaver			
CAS 113	Enhancing Web Pages w/Javascript			
CAS 121	Beginning Keyboarding			
CAS 122	Keyboarding for Speed and Accuracy			
CAS 123	Production Keyboarding			
CAS 133	Basic Computer Skills/Microsoft Office			
CAS 140	Beginning Access			
CAS 170	Beginning Excel			
CAS 171	Intermediate Excel			
CAS 175	Introduction to Flash			
CAS 208	Beginning Photoshop for the Web			
CAS 214	Beginning Cold Fusion			
CAS 216	Beginning Word			
CAS 217	Intermediate Word			
CAS 230	PageMaker			
CAS 231	Publisher			
CAS 232	In-Design			
CAS 246	Integrated Computer Projects			
OS 120	Business Editing Skills			
OS 131	10-Key on Calculators			
OS 240	Filing			
OS 245	Office Systems and Procedures			

Beginning Word Processing
CAS 121, 122, or 123
CAS 216
Awarded on

Term

Beginning Computer Literacy
CAS 121
CAS 133
Awarded on

Term

Spreadsheet Specialist
CAS 170
CAS 171
OS 131
Awarded on

Term

Computer Literacy Specialist
CAS 216
CAS 170
CAS 246
Awarded on

Term

Word Processing Specialist
CAS 216
CAS 217
OS 120
CAS 123
Awarded on

Term

Computer Apps Specialist
CAS 103
CAS 109
CAS 216
CAS 170
CAS 140
Awarded on

Term

Beginning Web Page Specialist
CAS 111D or 111F
CAS 106 or 206
CAS 110 or CAS 208
Awarded on

Term

Advanced Comp Lit Spec
CAS 217
CAS 171
CAS 246
CAS 140
Awarded on

Term

Web Page Graphics Specialist
CAS 111D or 111F
CAS 110
CAS 208
CAS 175
Awarded on

Term

Advanced Comp Apps Spec
CAS 217
CAS 171
CAS 246
CAS 140
CAS 230 or CAS 231 or CAS 232
CAS 109
CAS 111D or 111F
Awarded on

Term

Advanced Web Page Specialist
CAS 112D
CAS 206
CAS 208 or CAS 110
CAS 175
CAS 213
CAS 214
Awarded on

Term

Office Systems Specialist
OS 120
OS 240
OS 245
Awarded on

Term
