

**Portland Community College
Evaluation Worksheet
2009 – 2010**

**Computer Applications and Office Systems
Virtual Assistant Certificate
an Advanced CAS/OS Certificate**

Student Name: _____

Student "G" #: _____

**Virtual Assistant Certificate
(27 credits)**

Course	Title	Credits	Term	Grade	Transfer Course and School
BA 205	Solving Business Problems	4	_____	_____	_____
CAS 111D	Beginning Dreamweaver	3	_____	_____	_____
CAS 246	Integrated Computer Projects	4	_____	_____	_____
OS 250	Creating a Virtual Office ^❶	4	_____	_____	_____
BA 111	Introduction to Accounting	3	_____	_____	_____
OS 251	Virtual Office Concepts ^❷	4	_____	_____	_____
OS 280F	Cooperative Education ^❸	4	_____	_____	_____
OS 280G	Cooperative Education: Seminar ^❹	1	_____	_____	_____

❶ Recommended: completion of CAS 246

❷ Recommended: completion of OS 250

❸ A minimum of 15 credits of CAS/OS courses must be satisfactorily completed before enrolling in OS 280F.

❹ OS 280F and OS 280G must be taken concurrently