



# COMPUTER INFORMATION TECHNOLOGY

## Administrative Assistant

### Associate of Science Degree (Code #1063)

#### 2009 - 2010

#### REQUIREMENTS FOR THE MAJOR:

COURSE NO.	TITLE	UNITS
CIT 101	Introduction to Computers	3
CIT 105	Microsoft Windows	3
CIT 110	Keyboarding and Document Processing	3
CIT 116	Business Communications	3
CIT 120	Administrative Office Procedures	3
CIT 140	Survey of Microsoft Office Programs	3
CIT 150	Microsoft Word I	3
CIT 155	Microsoft Excel I	3
Total Units for Major:		24

#### PLUS:

- ◆ a minimum of 60 semester units (a minimum of 12 units completed at College of the Canyons)
- ◆ completion of Associate Degree GE, Diversity, American Institutions and PE/Wellness requirements
- ◆ a minimum 2.0 grade point average (C average) or better in associate degree applicable units and be in good standing at College of the Canyons (all courses required for the major must be completed with a C grade or better).

## Certificate of Achievement (Code#1061)

### 2009 - 2010

#### REQUIREMENTS FOR THE CERTIFICATE:

Requirements for the Major (see above) also fulfill the requirements for the Certificate of Achievement in Computer Information Technology – Administrative Assistant