



# COMPUTER INFORMATION TECHNOLOGY

## Administrative Assistant

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

#### 2011-2012

**REQUIREMENTS FOR THE MAJOR:**

COURSE NO.	TITLE	UNITS
CIT 036	Microsoft Outlook- Brief	1.5
CIT 082	Adobe Acrobat- Brief	1.5
CIT 101	Introduction to Computers	3
CIT 110	Keyboarding and Document Processing	3
CIT 115	Business English	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
<b>Required Electives: (Choose 6 units from the following)</b>		
CIT 035	The Internet- Brief	1.5
CIT 074	Introduction to Photoshop-Brief	1.5
CIT 105	Microsoft Windows	3
CIT 111	Advanced Keyboarding & Document Processing	3
CIT 145	QuickBooks Pro	3
CIT 151	Microsoft Word II	3
CIT 156	Microsoft Excel II	3
CIT 160	Microsoft Access I	3
CIT 166	Desktop Publishing	3
Total Units for Major:		33

**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)

### 2011-2012

**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