

Administrative Assistant - AS (AA GE Track)

+If you have completed coursework at another college and/or are starting in a semester other than a Fall term, please follow up with the Counseling Department to determine if this sequence is appropriate for your academic and career goals.

Program Description: The CAWT Administrative Assistant Degree and certificate is designed to provide a solid foundation in the area of office systems, procedures and communications required for the modern office environment. At the conclusion of their studies, students will be prepared for entry-level positions in a number of areas that relate to office procedures and protocol including business communications, and document formatting and processing. Also built into the program are options to pursue areas related to medical office procedures, bookkeeping, and database management. Additionally, the CAWT curriculum is tailored to meet the needs of businesses and organizations that are constantly responding to new trends and changes in technology.

Program SLO: Demonstrate proficiency in the core skills and knowledge required for employment as an administrative assistant.

Program Advisory: Students who do not possess basic computer proficiency should consider taking FREE noncredit CAWT courses through the School of Personal and Professional Learning. Free courses include basic digital office technologies, computer processes, Internet technologies, social media, word processing, spreadsheets, and communications software. For more information visit the School of [Personal and Professional Learning](#).

Important Information: *The sequence listed below, satisfies your AS requirements. Connect with a counselor to discuss your academic/career goals and develop your individual student education plan through the Counseling Department @ <https://www.canyons.edu/counseling> or (661) 362-3288/(661) 362-3811.*

*Major courses are sequenced and **BOLDED** based on recommendations by the [Computer Applications and Web Technologies](#) Department.*

First Semester (3-15 units minimum) FA = Fall; WI = Winter; SP = Spring; SU = Summer

Course	Title and Major Courses	Units	Major
CAWT 101	Introduction to Computers (FA, WI, SP, SU)	3	Major Course
CAWT 140	Survey of Microsoft Office Programs (FA, WI, SP, SU)	3	Major Course
Group 1 Course - Dept. Recommends CAWT 145	Choose any course from Group 1 listed below The CAWT Department highly recommends Quickbooks Pro (FA, SP)	3	Major Course
ENGLISH 101/101H	English Composition (FA, WI, SP, SU)	4	Area Di
PE/Wellness	Take two units of Physical Education activity (KPEA or KPEI) or Dance Activity courses (except Dance 100) or HLHSCI 100, 149, 150, 243, or REC 100 (FA, WI, SP, SU)	2-3	Area F
Term Total:		15-16	

Check the [Honors website](#) for most recent course offerings. Must be enrolled in the Honors program to take courses, see below.

Intersession I (16-19.5 units minimum)

Course	Title	Units	Recommendations
CAWT 115	Business English (WI, SU)	3	Major Course
CAWT 036	Microsoft outlook - Brief (WI)	1.5	Major Course
Term Total:		4.5	

NOTE: CAWT 115 is highly recommended before taking CAWT 116.

Second Semester (20.5-34.5 units minimum)

Course	Title	Units	Recommendations
CAWT 110	Keyboarding and Document Processing (SP)	3	Major Course
CAWT 120	Administrative Office Procedure (SP, SU)	3	Major Course
CAWT 116	Business Communications (FA, WI, SP, SU)	3	Major Course
Math Competency	Choose any math course from COC GE Area Dii (FA, WI, SP, SU)	3-5	Area 3 and Dii
*Social Science Course	Choose one course from the AA GE Area B (FA, WI, SP, SU)	3	Area B & Area 4 Diversity
Term Total:		15-17	

Consider taking a social science course GE Area B with an () indication on the [Associate Degree Requirements Checklist](#). Courses with an (*) will also meet the GE Diversity Requirement. Refer to the Associate Degree Checklist for details.

Interession II (35.5-36 units minimum)

Course	Title	Units	Recommendations
CAWT 082	Adobe Acrobat - Brief (SU)	1.5	Major Course
Term Total:		1.5	

Third Semester (37-48 units minimum)

Course	Title	Units	Recommendations
CAWT 150	Microsoft Word I (FA, SP)	3	Major Course
CAWT 155	Microsoft Excel I (FA, SP)	3	Major Course
American Institutions - Choose Option 1 or 2	Complete first course in chosen option - (note: must take both classes within one option) (FA, WI, SP, SU) <i>See table below</i>	3	American Institutions
Natural Science	Choose one course from the AA GE Area A (FA, WI, SP, SU)	3	Area A
Term Total:		12	

Fourth Semester (49-60 units minimum)

Course	Title	Units	Recommendations
Group 1 Course	Choose any course from Group 1 listed below that has not yet been taken	3	Major Course
Humanities and Fine Arts	Choose one course from the AA GE Area C (FA, WI, SP, SU)	3	Area C
American Institutions	Complete second course in chosen option - (note: must take both classes within one option) (FA, WI, SP, SU) <i>See table below</i>	3	American Institutions
AA Elective	Choose any 3-unit course that is 100-level or above (FA, WI, SP, SU) <i>Department Recommends</i>	3	AA Elective
Term Total:		12	

Total Units: 60 +

Group 1 – Need a total of 6 units completed for this area

CAWT 035	The Internet – Brief (WI)	1.5
CAWT 074	Introduction to Photoshop – Brief (FA, SP)	1.5
CAWT 076	Introduction to WordPress (FA, SP)	1.5
CAWT 105	Microsoft Window (SP, SU)	3
CAWT 145	Quickbooks Pro (FA, SP)	3
CAWT 151	Microsoft Word II (SU)	3
CAWT 156	Microsoft Excel II (SP)	3
CAWT 160	Microsoft Access I (WI, SP)	3
CAWT 166	Desktop Publishing (SU)	3

American Institutions Requirement – Select one of the options below and complete a total of 6 units

Option 1	One course from the following: Economics 170/170H, History 111/111H, History 112/112H, History 120/120H, or History 130 AND Political Science 150/150H
Option 2	History 111/111H AND History 112/112H

Counselor Notes This sequence does not meet transfer admissions requirements. Additional courses for transfer general education will be needed, as well as courses for a transfer major. Please follow up with the Counseling Department for additional information @ <https://www.canyons.edu/counseling> if interested in learning more about transfer options.

Counseling Resources

Computer Application and Web Technologies Department:

<https://www.canyons.edu/academics/computerapplications/index.php>

Student Resource Guide: <https://issuu.com/cocpio/docs/2020-student-resource-guide?fr=sMTM1ZTU1MzQ3>

AA General Education Guide: <https://www.canyons.edu/student-services/counseling/degrees/generaled.php>

Honors Program: <https://www.canyons.edu/academics/honors/index.php>

Petition for Associate Degree: Check the student calendar for term-specific submission deadlines for the petition for associate degree. *Summer graduation associate degree petitions are due by April 1st for your name to appear in the spring commencement pamphlet. The petition form must be reviewed with a counselor and may be found here:

https://www.canyons.edu/resources/documents/student-services/admissions/Petition_for_Associate_Degree_and_Certificate_of_Achievement.pdf

Career Resources

California Career Zone: <https://www.cacareerzone.org/>

O*Net Online: <https://www.onetonline.org/>

Bureau of Labor and Statistics: www.bls.gov

Foundation for California Community Colleges (educational discounts for computer software and hardware):

<https://foundationccc.org/>

Indeed: <https://www.indeed.com/>

CA.Gov CalJobs: <https://www.caljobs.ca.gov/vosnet/Default.aspx>

Monster Job Search: <https://www.monster.com/jobs/>

Professional Associations:

American Society of Administrative Professionals: <https://www.asaporg.com/>

Office Dynamics International: <https://officedynamics.com/>

The Association of Executive and Administrative Professionals: <http://www.theaeap.com/about.aspx>