

Administrative Assistant - Certificate of Achievement

+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: For students interested in earning an Associate's degree and/or transfer, please follow up with the Counseling Office for additional information @ <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 & Web Technologies Department](#).

First Semester (3-12 units minimum) FA = Fall; WI = Winter; SP = Spring; SU = Summer

Course	Title	Units	Major Courses
CAWT 101	Introduction to Computers (FA, WI, SP, SU)	3	Major
CAWT 140	Survey of Microsoft Office Programs (FA, WI, SP, SU)	3	Major
CAWT 150	Microsoft Word I (FA, SP)	3	Major
CAWT 155	Microsoft Excel I (FA, SP)	3	Major
	<i>Term Total:</i>	12	

Intersession I (13-16.5 units minimum)

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

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

Second Semester (17.5-31.5 units minimum)

Course	Title	Units	Major Courses
CAWT 110	Keyboarding and Document Processing (SP)	3	Major
CAWT 120	Administrative Office Procedure (SP, SU)	3	Major
CAWT 116	Business Communications (FA, WI, SP, SU)	3	Major

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
Group 1 Course	Choose any course from Group 1 listed below	3	Major
	Term Total:	15	

Interession II (32.5-33 units minimum)

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

Total Units: 33

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

Counseling Resources

Department Website: add link here

Counseling Department: <https://www.canyons.edu/student-services/counseling/index.php>

Consider any student clubs or organizations associated with the major

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

Petition for Certificate of Achievement: Petitions are due in the fall/spring/summer term you will complete the requirements and may be submitted before your last term or up until the final day of the term. 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

Computer Applications and Administration Career Tree:

<https://www.canyons.edu/academics/computerapplications/careertree/careertree-cawt-administrative.php>

California Career Zone: www.cacareerzone.org

O*Net Online: 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>

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