

Computer Applications - 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 Computer Applications Degree is designed to provide a solid foundation in the latest, highly marketable business software used in industry today. This program provides the training and exposure that is essential to prospective computer users and office workers at all levels. The sequence of courses included in this program maps to the latest Microsoft Office certification exam, which provides an outstanding opportunity for students to present to prospective employers a globally recognized certificate representing high-level skills and achievement. At the conclusion of their studies, students will be prepared for entry-level positions such as administrative assistant, computer applications specialist, word processing specialist, database specialist, spreadsheet analyst, bookkeeping assistant and web content provider. Students who complete this program will be eligible to sit for Microsoft Office certification examination.

Program SLO: Demonstrate proficiency in the core skills and knowledge required to use popular office applications to develop professional documents for organizations and businesses.

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.*

Summer Intersession (1.5 - 4.5 units minimum) FA = Fall; WI = Winter; SP = Spring; SU = Summer

Course	Title	Units	Major and GE Courses
CAWT 105	Microsoft Windows (SU, SP)	3	Major Course
Group 1 Course Dept Recommends CAWT 082	Choose any course from Group 1 listed below The CAWT Department highly recommends Adobe Acrobat – Brief (SU)	1.5	Major Course
Term Total:		4.5	

*NOTE: CAWT 082 is **HIGHLY RECOMMENDED**, it is an essential course for employment in the modern office workplace*

First Semester (5.5-18 units minimum)

Course	Title	Units	Major and GE Courses
CAWT 140	Survey of Microsoft Office Programs (FA, WI, SP, SU)	3	Major Course
CAWT 150	Microsoft Word I (FA, SP)	3	Major Course
CAWT 155	Microsoft Excel I (FA, SP)	3	Major Course
CAWT 074	Introduction to Photoshop – Brief (FA, SP)	1.5	Major Course
ENGLISH 101/101H	English Composition (FA, WI, SP, SU)	3	Area Di
Term Total:		13.5	

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

Intersession I (19-21 units minimum)

Course	Title	Units	Major and GE Courses
CAWT 151	Microsoft Word II (WI)	3	Major Course
Term Total:		3	

Second Semester (22-33 units minimum)

Course	Title	Units	Major and GE Courses
CAWT 160	Microsoft Access I (SP)	3	Major Course
CAWT 156	Microsoft Excel II (SP)	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 & Are 4 Diversity
Term Total:		12-14	

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.

Intersession II (34-39 units minimum)

Course	Title	Units	Major and GE Courses
Group 1 Course Dept highly recommends CAWT 161	Choose any course from Group 1 listed below The CAWT Department highly recommends Microsoft Access II (SU)	3	Major Course
CAWT 165	Microsoft PowerPoint (SU)	3	Major Course
Term Total:		6	

Third Semester (40-51 units minimum)

Course	Title	Units	Major and GE Courses
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 Elective
Humanities and Fine Arts Course	Choose one course from the AA GE Area C (FA, WI, SP, SU)	3	Area C
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	

Intersession III (52-52.5 units minimum)

Course	Title	Units	Major and GE Course
CAWT 036	Microsoft Outlook - Brief (WI, SU)	1.5	Major Course
Term Total:		1.5	

Fourth Semester (53.5-60.5 units minimum)

Course	Title	Units	Major and GE Courses
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
PE/Wellness	Take two PE or Dance activity courses (excluding Dance 100) or Health Science 100, 149, 150 or 234 (FA, WI, SP, SU)	2 - 3	Area F
AA Elective <i>Department Recommends</i> CAWT 116	Choose any 3-unit course that is 100-level or above (FA, WI, SP, SU) <i>Department Recommends</i> Business Communications (FA, WI, SP, SU)	3	AA Elective
Term Total:		8-9	

Total Units: 60.5

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

CAWT 076	Introduction to WordPress (FA, SP)	1.5
CAWT 082	Adobe Acrobat – Brief (SU)	1.5
CAWT 145	Quickbooks Pro (FA, SP)	3
CAWT 161	Microsoft Access II (SU)	3
CAWT 166	Desktop Publishing (SU)	3
CAWT 173	Web Development: Dreamweaver (FA)	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>