

Computer Applications - 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 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 – 3 units minimum) FA = Fall; WI = Winter; SP = Spring; SU = Summer

Course	Title	Units	Major Courses
CAWT 105	Microsoft Windows (SU, SP)	3	Major
CAWT 082	Adobe Acrobat – Brief (SU)	1.5	Highly Recommended Elective; may satisfy units in Group 1
Term Total:		3-4.5	

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

First Semester (4-15 units minimum)

Course	Title	Units	Major 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
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
Term Total:		12	

Intersession I (16-19.5 units minimum)

Course	Title	Units	Major and GE Courses
CAWT 036	Microsoft Outlook – Brief (WI, SU)	1.5	Major Course
CAWT 151	Microsoft Word II (WI)	3	Major Course
Term Total:		4.5	

Second Semester (20.5-27 units minimum)

Course	Title	Units	Major and GE Courses
CAWT 074	Introduction to Photoshop – Brief (FA, SP)	1.5	Major Course
CAWT 156	Microsoft Excel II (SP)	3	Major Course
CAWT 160	Microsoft Access I (SP)	3	Major Course
	<i>Term Total:</i>	7.5	

Interession II (28-33 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
	<i>Term Total:</i>	6	

Total Units: 33+

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

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/computer-applications/careertree/careertree-cawt-administrative.php>

California Career Zone: 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>