College to Career Connection Computer Applications and Web Technologies (CAWT)

What is Computer Application and Web Technologies (CAWT) ?

The CAWT Administrative Assistant Degree 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.
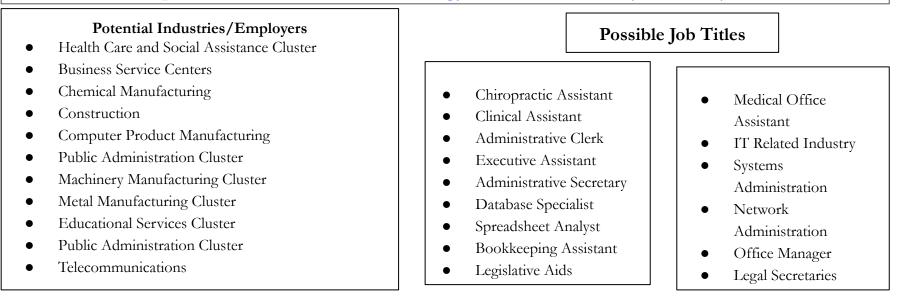
COC - Computer Applications Associate in Science - will not transfer to a 4 year university

COC - Administrative Assistant Associate in Science - will not transfer to a 4 year university

COC - Administrative Assistant Certificate of Achievement - will not transfer to a 4 year university

COC - Computer Applications Certificate of Achievement - will not transfer to a 4 year university

COC Certificate of Specialization: E-Commerce - Technology - will not transfer to a 4 year university

Potential Industries/Employers

- Health Care and Social Assistance Cluster
- Business Service Centers
- Chemical Manufacturing
- Construction
- Computer Product Manufacturing
- Public Administration Cluster
- Machinery Manufacturing Cluster
- Metal Manufacturing Cluster
- Educational Services Cluster
- Public Administration Cluster
- Telecommunications

Possible Job Titles

- Chiropractic Assistant
- Clinical Assistant
- Administrative Clerk
- Executive Assistant
- Administrative Secretary
- Database Specialist
- Spreadsheet Analyst
- Bookkeeping Assistant
- Legislative Aids

- Medical Office Assistant
- IT Related Industry
- Systems Administration
- Network Administration
- Office Manager
- Legal Secretaries

How this Major Helps You Move Forward:

Skills Advancement

While College of the Canyons does not endorse all of these opportunities, we aim to provide access:

- **Internships**
- **Lynda.com Courses**
- **International Association of Administrative Professionals (IAAP) Blog**
- **Other Administrative Office Internships via LinkedIn**

Skills Learned In This Major

- Organizational and administrative ability and ability to supervise staff
- Knowledge of office equipment, procedures and practices
- Excellent English usage, vocabulary, spelling, Data Processing and punctuation
- Knowledge of the principles, problems, and methods of business administration

Additional information can be found at:

- **What Can I do With this Major**
- **COC CAWT Department**
- **Assist: Student Transfer Information System**
- **Occupational Outlook Handbook**
- **O*NET OnLine: Job and Career Exploration**
- **Linkedin Alumni Tool**
- **Labor Market Information**

Associations

Association is a group of people who come together for a common purpose. You can find helpful information about jobs and careers.

- **International Association of Administrative Professionals (IAAP)**
- **American Federation of State, County & Municipal Employees (AFSCME)**
- **National Association of Educational Office Professionals**