

PROGRAM OF STUDY

Administrative Assistant Certificate of Achievement

The CIT 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 CIT curriculum is tailored to meet the needs of businesses and organizations that are constantly responding to new trends and changes in technology.

Student Learning Outcome:

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

Program Requirements:

| | | Units |
|----------|-----------------------------------|--------------|
| CAWT 036 | Microsoft Outlook - Brief | 1.5 - 0 |
| CAWT 082 | Adobe Acrobat | 1.5 - 0 |
| CAWT 101 | Introduction to Computers | 3 - 0 |
| CAWT 110 | Keyboarding & Document Processing | 3 - 0 |
| CAWT 115 | Business English | 3 - 0 |
| CAWT 116 | Business Communications | 3 - 0 |
| CAWT 120 | Office Procedures | 3 - 0 |
| CAWT 140 | Microsoft Office | 3 - 0 |
| CAWT 150 | Microsoft Word I | 3 - 0 |
| CAWT 155 | Microsoft Excel I | 3 - 0 |

Plus six units from the following:

| | | Units |
|----------|---------------------------|--------------|
| CAWT 035 | The Internet-Brief | 1.5 - 0 |
| CAWT 074 | Introduction to Photoshop | 1.5 - 0 |
| CAWT 105 | Microsoft Windows | 3 - 0 |
| CAWT 145 | Quickbooks | 3 - 0 |
| CAWT 151 | Microsoft Word II | 3 - 0 |
| CAWT 156 | Microsoft Excel II | 3 - 0 |
| CAWT 160 | Microsoft Access I | 3 - 0 |
| CAWT 166 | Desktop Publishing | 3 - 0 |

Total Units

33

PID 280