

PROGRAM OF STUDY

Administrative Assistant Associate in Science

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 279