



ASSOCIATE OF SCIENCE DEGREE IN ADMINISTRATIVE ASSISTANT
 2015-2017 (Two-Year Program)
 Computer Applications and Web Technology Department
 College of the Canyons

FALL SEMESTER			
COURSE	TITLE	UNITS	GE AREA*
CAWT 101	Intro to Computers	3	Major
CAWT 140	Survey of Microsoft Programs (Microsoft Office)	3	Major
ENG 101	English Composition	3	Language & Rationality
MATH 70	Intermediate Algebra	5	Language & Rationality
TOTAL		14	

SPRING SEMESTER			
COURSE	TITLE	UNITS	GE AREA*
CAWT 110	Keyboarding & Document Processing	3	Major
CAWT 150	Microsoft Word I	3	Major
CAWT Elective	Choose from 035, 074, 105, 145, 151, 156, 160, 166	3	Major
HIST 111	U.S. History I	3	American Institutions
BUS 126	Managing Diversity	3	Diversity Requirement
TOTAL		15	

SUMMER SESSION			
COURSE	TITLE	UNITS	GE AREA
CAWT 036	Microsoft Outlook - Brief	1.5	Major
CAWT 082	Adobe Acrobat - Brief	1.5	Major
TOTAL		3	

FALL SEMESTER			
COURSE	TITLE	UNITS	GE AREA*
CAWT 115	Business English	3	Major
CAWT 120	Office Procedures	3	Major
CAWT 155	Microsoft Excel I	3	Major
HIST 112	U.S. History II	3	American Institutions
MEA 100	Mass Media & Society	3	Social Science
TOTAL		15	

SPRING SEMESTER			
COURSE	TITLE	UNITS	GE AREA*
CAWT 116	Business Communications	3	Major
CAWT Elective	Choose from 035, 074, 105, 145, 151, 156, 160, 166	3	Major
BUS 160	Business Ethics	3	Humanities & Fine Arts
ENVRMT 103	Intro to Environmental Science	3	Natural Sciences
KPEA or KPEI	PE Activity or Lecture	1 or 3	Physical Education & Wellness
TOTAL		15	

*NOTE: Alternative GE course from listed area may be substituted if listed class is unavailable.
 For additional information, contact Melanie Lipman, CAWT Chair, at Melanie.Lipman@canyons.edu



ASSOCIATE OF SCIENCE DEGREE IN COMPUTER APPLICATIONS
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FALL SEMESTER			
COURSE	TITLE	UNITS	GE AREA*
CAWT 105	Microsoft Windows	3	Major
CAWT 140	Survey of Microsoft Programs (Microsoft Office)	3	Major
ENG 101	English Composition	3	Language & Rationality
MATH 70	Intermediate Algebra	5	Language & Rationality
TOTAL		14	

SPRING SEMESTER			
COURSE	TITLE	UNITS	GE AREA*
CAWT 150	Microsoft Word I	3	Major
CAWT 155	Microsoft Excel I	3	Major
CAWT Elective	Choose from 082, 145, 161, 166, 173	3	Major
HIST 111	U.S. History I	3	American Institutions
SOCI 100	Intro to Sociology	3	Diversity Requirement
TOTAL		15	

SUMMER SESSION			
COURSE	TITLE	UNITS	GE AREA
CAWT 036	Microsoft Outlook - Brief	1.5	Major
CAWT 165	Microsoft PowerPoint	3	Major
TOTAL		4.5	

FALL SEMESTER			
COURSE	TITLE	UNITS	GE AREA*
CAWT 160	Microsoft Access I	3	Major
CAWT 074	Intro to Photoshop	1.5	Major
CAWT Elective	Choose from 082, 145, 161, 166, 173	3	Major
HIST 112	U.S. History II	3	American Institutions
MEA 100	Mass Media & Society	3	Social Science
TOTAL		13.5	

SPRING SEMESTER			
COURSE	TITLE	UNITS	GE AREA*
CAWT 151	Microsoft Word II	3	Major
CAWT 156	Microsoft Excel II	3	Major
BUS 160	Business Ethics	3	Humanities & Fine Arts
ENVRMT 103	Intro to Environmental Science	3	Natural Sciences
KPEA or KPEI	PE Activity or Lecture	1 or 3	Physical Education & Wellness
TOTAL		15	

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