Certificate of Achievement: Administrative Assistant

The CAWT Administrative Assistant Degree and certificate 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.

Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as an administrative assistant.

Program Requirements:

Units Required: 33

		Units:
CAWT-036	Microsoft Outlook - Brief	1.5
CAWT-082	Adobe Acrobat - Brief	1.5
CAWT-101	Introduction to Computers	3.0
CAWT-110	Keyboarding and Document Processing	3.0
CAWT-115	Business English	3.0
CAWT-116	Business Communications	3.0
CAWT-120	Administrative Office Procedures	3.0
CAWT-140	Survey of Microsoft Office Programs	3.0
CAWT-150	Microsoft Word I	3.0
CAWT-155	Microsoft Excel I	3.0

Plus six units from the following:

CAWT-035	The Internet - Brief	1.5
CAWT-074	Introduction to Photoshop - Brief	1.5
CAWT-076	Introduction to WordPress	1.5
CAWT-105	Microsoft Windows	3.0
CAWT-145	Quickbooks Pro	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