

Program: Administrative Office Assistant - Certificate of Achievement
Meta-major: Business, Entrepreneurship, & Law



Fall Year 1	Spring Year 1	Fall Year 2	Spring Year 2
CAOT 001 COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I 3 units	CAOT 002 COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II <i>Prerequisite: CAOT 001</i> 3 units	CAOT 003 COMPUTER KEYBOARDING III <i>Prerequisites: CAOT 002 and CAOT 084</i> 3 units	CAOT 085 MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET 3 units
CAOT 098 MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY 3 units	CAOT 084 MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING <i>Advisories: ESL 005A and CAOT 001</i> 3 units	CAOT 043 OFFICE PROCEDURES <i>Prerequisites: CAOT 031 and CAOT 001</i> 3 units	CAOT 088 MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING 3 units
CAOT 031 BUSINESS ENGLISH 3 units			CAOT 079 WORD PROCESSING APPLICATIONS or <i>Prerequisites: CAOT 084 and CAOT 031, or CAOT 082 and CAOT 084</i> or CAOT 112 MICROCOMPUTER OFFICE APPLICATIONS: WEB PAGE DESIGN 3 units

Semester Units:	9	6	6	9
			Total Units:	30