

Program:	Basic Administrative Office Assistant - Skills Certificate
Meta-major:	Business, Entrepreneurship, & Law



	Fall Year 1	Spring Year 1
	CAOT 001 COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I 3 units	CAOT 084 MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING <i>Advisories: ESL 005A and CAOT 001</i> 3 units
	CAOT 031 BUSINESS ENGLISH 3 units	CAOT 085 MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET 3 units
	CAOT 082 MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE 3 units	CAOT 043 OFFICE PROCEDURES <i>Prerequisites: CAOT 031 and CAOT 001</i> 3 units
Semester Units:	9	9
	Total Units:	18