

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



Fall Year 1	Spring Year 1	Fall Year 2
CAOT 001 COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I or CAOT 002 COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II <i>Prerequisite: CAOT 001</i> 3 units	CAOT 047 APPLIED OFFICE PRACTICE <i>Advisory: Second Semester Standing</i> <i>Prerequisite: CAOT 001</i> 2 units	CAOT 032 BUSINESS COMMUNICATIONS <i>Prerequisites: ENGLISH 101 or CAOT 031</i> <i>Advisory: CAOT 001</i> 3 units
CAOT 098 MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY 3 units	CAOT 082 MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE <i>Prerequisites: CAOT 001 and CAOT 098</i> 3 units	CAOT 033 RECORDS MANAGEMENT AND ELECTRONIC FILING 3 units
CAOT 031 BUSINESS ENGLISH 3 units		

Semester Units:	9	5	6
Total Units:	20		