



COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES DEPARTMENT

CAOT PROGRAM



Business Information Worker 1

Certificate of Achievement

The Business Information Worker (BIW) Certificate of Achievement is designed to prepare students for entry-level office and administrative support in a variety of job positions, including general office clerks, retail salespersons, customer service representatives, receptionists, and information clerks. Students can be expected to learn the following:

- Basic oral and written communications
- Basic computer application skills, including beginning Excel, Word, and Outlook
- The fundamentals of computer systems
- Critical thinking and problem solving skills

With a solid foundation in Microsoft Windows and Office, as well as strong digital and web literacy skills, students will be better prepared to meet the workforce demands of today's business environment.

Complete 8 classes with a total of 22 units:

- CAOT 001 - Computer Keyboarding 1 (3 units)
- CAOT 032 - Business Communications (Advisory: CAOT 1 and CAOT 31) (CSU) (3 units)
- CAOT 035 - Concepts in Information Systems (UC) (CSU) (3 units)
- CAOT 048 - Customer Service (CSU) (3 units)
- CAOT 084 - Microcomputer Office Applications: Word (Advisory: CAOT 1) (CSU) (3 units)
- CAOT 085 - Microcomputer Office Applications: Excel (Advisory: CAOT 1) (CSU) (3 units)
- CAOT 092 - Computer Windows Applications (Advisory: CAOT 1) (CSU) (2 units)
- CAOT 111 - Microcomputer Office Applications: Outlook (Advisory: CAOT 82) (CSU) (2 units)

Note: An advisory course is a condition of enrollment that a student is advised (but not required) to meet before, or in conjunction with, enrollment in a course.



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