

CAOT Programs of Study

Last Name _____

First Name _____

SID _____

Email: _____

Phone: _____

	Units	Social Media	Office Assistant	Customer Service	Microsoft Office Specialist - aka Word Information Processor	Business Information Worker I	Business Information Worker II	Administrative Assistant	Executive Assistant	Office Systems Specialist
TOTAL UNITS		9	16	17	16	22	18	30	37	38
CAOT 1 - Keyboarding 1	3									
CAOT 2** - Keyboarding 2	3									
CAOT 31 - Business English	3									
CAOT 32** - Business Communications	3									
CAOT 33 - Records Management	3									
CAOT 34 - Business Terminology	2									
CAOT 35 - Concepts in Info Systems	3									
CAOT 48 - Customer Service	3									
CAOT 82** - Microsoft Office	3									
CAOT 84** - Microsoft Word	3									
CAOT 85** - Microsoft Excel	3								or 86	
CAOT 86** - Microsoft Access	3								or 85	
CAOT 92** - Windows Applications	2									
*CAOT 109 - Web Multimedia for Office	3									
CAOT 110** - Microsoft PowerPoint	3									
CAOT 111** - Microsoft Outlook	2									
CAOT 133 - How To Succeed in an Online Class	1									
CAOT 145** - ePortfolio	1									
CAOT 152 - Mobile Apps for Business	3									
CAOT 153 - Social Media	3									
ACCTG 32 - Accounting Using QuickBooks Pro	3									

**This course has an advisory course.