

in the Logistics industry. Warehouse and distribution operations, flow of goods and documents, shipping and receiving concepts, communication skills, teamwork, customer service, applied math, warehousing software, bar codes, radio frequency identification, and data collection will be covered.

SUBJECT & NO.	COURSE	UNITS
CAOT 32**	Business Communications3
CAOT 48	Customer Service3
CAOT 82**	Microcomputer Software Survey in the Office3
LOGTIC 101	Introduction to Logistics in the Nontraditional Office1
LOGTIC 102	Business Terminology for Logistics.2
LOGTIC 103	Records Management for Logistics2
MATH 105	Arithmetic3
OR		
MATH 110*	Introduction to Algebraic Concepts5
OR		
MATH 115*	Elementary Algebra5
OR		
MATH 125*	Intermediate Algebra.5
Total.		17-19

*This course has a prerequisite.

**This course has an advisory course.



COMPUTER APPLICATIONS
OFFICE TECHNOLOGIES

CERTIFICATES OF ACHIEVEMENT

All courses must be completed with a grade of C or better.

ADMINISTRATIVE ASSISTANT

This program is designed for students who want to work in an office and possess the skills necessary to assist managers in the daily operations of an office.

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	Computer Keyboarding II3
CAOT 3**	Computer Keyboarding III.3
CAOT 7*	Machine Transcription.3
CAOT 31	Business English3
CAOT 32**	Business Communications3
CAOT 33	Records Management and Filing.2
CAOT 34	Business Terminology2
CAOT 35	Concepts in Information Systems3
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)3
CAOT 82**	Microcomputer Software Survey in the Office3
CAOT 41**	Office Methods	
OR		
CAOT 941	Cooperative Education.4
CAOT 92**	Computer Windows Application.2
CAOT 97	Introduction to the Internet for CAOT.3
CAOT 110**	Microcomputer Office Applications: Presentation Design3
CAOT 111**	Microcomputer Office Applications: Electronic Communications2
Total.		42

*This course has a prerequisite.

**This course has an advisory course.

CLERICAL ASSISTANT

This program is designed for students who want a course of study that will enable them to enter the clerical job market in the shortest possible time.

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	Computer Keyboarding II3
CAOT 3**	Computer Keyboarding III.3
CAOT 31	Business English3
CAOT 33	Records Management and Filing.2
CAOT 34	Business Terminology2
CAOT 35	Concepts in Information Systems3
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)3
CAOT 92**	Computer Windows Application.2
CAOT 97	Introduction to the Internet for CAOT.3
CAOT 41**	Office Methods	
OR		
CAOT 941	Cooperative Education.4
Total.		28

**This course has an advisory course.

CUSTOMER SERVICE REPRESENTATIVE

This Certificate of Achievement is designed for students who want a fast-track course of study that will enable them to enter the job market with customer service skills and with a raised awareness and a reference for information on how an organization can deliver service excellence.

SUBJECT & NO.	COURSE	UNITS
CAOT 1	Computer Keyboarding I3
OR		
CAOT 62	Personal Computer Keyboarding2
CAOT 31	Business English3
CAOT 34	Business Terminology2
CAOT 48	Customer Service3
CAOT 82**	Microcomputer Software Survey in the Office3
Total.		13-14

**This course has an advisory course.

EXECUTIVE ASSISTANT

This program is designed to prepare students to know the fundamentals of business and human relations skills and to excel in language arts and computer skills.

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	Computer Keyboarding II3
CAOT 3**	Computer Keyboarding III.3
CAOT 7*	Machine Transcription.3
CAOT 31	Business English3
CAOT 32**	Business Communications3
CAOT 33	Records Management and Filing.2
CAOT 34	Business Terminology2
CAOT 35	Concepts in Information Systems3
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)3
CAOT 82**	Microcomputer Software Survey in the Office3
CAOT 85**	Microcomputer Office Applications: Spreadsheet (Excel)	
OR		
CAOT 86**	Microcomputer Office Applications: Database (Access)3
CAOT 41**	Office Methods	
OR		
CAOT 941	Cooperative Education.4
CAOT 91**	Microcomputer Office Applications: Advanced Word Processing2
CAOT 92**	Computer Windows Application.2
CAOT 97	Introduction to the Internet for CAOT.3
CAOT 110**	Microcomputer Office Applications: Presentation Design3
CAOT 111**	Microcomputer Office Applications: Electronic Communications2
Total.		47

*This course has a prerequisite.

**This course has an advisory course.

INTERNET SPECIALIST

This Certificate of Achievement is designed for students who want a fast-track course of study that will enable them to enter the job market with entry-level Internet and Web design skills.

SUBJECT & NO.	COURSE	UNITS
CAOT 62	Personal Computer Keyboarding2
OR		
CAOT 1	Computer Keyboarding I3

CAOT 82**	Microcomputer Software Survey in the Office3
CAOT 97	Introduction to the Internet for CAOT.3
CAOT 107**	Microcomputer Office Applications: Web Design for the Office3
CAOT 109**	Web Multimedia For The Office3
CAOT 110**	Microcomputer Office Applications: Presentation Design3
Total.		17-18

**This course has an advisory course.

LEGAL SECRETARY

This program prepares the student for a secretarial position in the offices of attorneys, the legal department of private industries, federal, state, county, or city government and the courts.

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	Computer Keyboarding II3
CAOT 3**	Computer Keyboarding III.3
CAOT 23**	Legal Secretarial Procedures I5
CAOT 24*	Legal Secretarial Procedures II5
CAOT 31	Business English3
CAOT 32**	Business Communications3
CAOT 33	Records Management and Filing.2
CAOT 34	Business Terminology2
CAOT 35	Concepts in Information Systems3
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)3
CAOT 82**	Microcomputer Software Survey in the Office3
LAW 1	Business Law I3
CAOT 91**	Microcomputer Office Applications: Advanced Word Processing2
CAOT 92**	Computer Windows Application.2
Total.		42

*This course has a prerequisite.

**This course has an advisory course.

OFFICE ASSISTANT

This Certificate of Achievement is designed for students who want a fast-track course of study that will enable them to enter the job market with entry-level office skills.

SUBJECT & NO.	COURSE	UNITS
CAOT 1	Computer Keyboarding I3
OR		
CAOT 62	Personal Computer Keyboarding2
CAOT 31	Business English3
CAOT 33	Records Management and Filing.2
CAOT 34	Business Terminology2
CAOT 82**	Microcomputer Software Survey in the Office3
Total.		12-13

**This course has an advisory course.

COMPUTER APPLICATIONS
OFFICE TECHNOLOGIES

OFFICE SYSTEMS SPECIALIST

This certificate program is designed to provide current preparation in state-of-the-art office technology and office systems. Students who pursue this certificate will gain a comprehensive knowledge and understanding of the automated office environment and will be prepared for such jobs as assistant, administrative assistant, or executive secretary.

SUBJECT & NO.	COURSE	UNITS
CAOT 3**	Computer Keyboarding III.3
CAOT 31	Business English3
CAOT 32**	Business Communications3
CAOT 33	Records Management and Filing.2
CAOT 34	Business Terminology2
CAOT 35	Concepts in Information Systems3
CAOT 41**	Office Methods	
OR		
CAOT 941	Cooperative Education.4
CAOT 39**	Word Processing Keyboarding and Operations (Microsoft Word)3
CAOT 85**	Microcomputer Office Applications: Spreadsheet (Excel)3
CAOT 86**	Microcomputer Office Applications: Database (Access)3
CAOT 91**	Microcomputer Office Applications: Advanced Word Processing2
CAOT 92**	Computer Windows Application.2
CAOT 97	Introduction to the Internet for CAOT.3
CAOT 107**	Microcomputer Office Applications: Web Design for the Office3
CAOT 111**	Microcomputer Office Applications: Electronic Communications2
CAOT 140	Technology for the Virtual Office2
CAOT 145	ePortfolio1
Total.44

**This course has an advisory course.

TRANSCRIBER

There are many opportunities in business for individuals who are proficient in the language arts and who are skilled in the operation of transcribing machines and computers.

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	Computer Keyboarding II3
CAOT 3**	Computer Keyboarding III.3
CAOT 7*	Machine Transcription.3
CAOT 31	Business English3
CAOT 32**	Business Communications3
CAOT 33	Records Management and Filing.2
CAOT 34	Business Terminology2
CAOT 35	Concepts in Information Systems3
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)3
CAOT 41**	Office Methods	
OR		
CAOT 941	Cooperative Education.4
CAOT 92**	Computer Windows Application.2
Total.31

*This course has a prerequisite.

**This course has an advisory course.

WORD INFORMATION PROCESSOR

Employment opportunities for word processing personnel will continue to grow in the next few years. Students who pursue this certificate program will gain a basic knowledge and understanding of ideas related to and applied in a modern office environment or word processing center.

SUBJECT & NO.	COURSE	UNITS
CAOT 3**	Computer Keyboarding III.3
CAOT 7*	Machine Transcription.3
CAOT 31	Business English3
CAOT 33	Records Management and Filing.2
CAOT 34	Business Terminology2
CAOT 35	Concepts in Information Systems3
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)3
CAOT 41**	Office Methods	
OR		
CAOT 941	Cooperative Education.4
CAOT 82**	Microcomputer Software Survey in the Office3
CAOT 85**	Microcomputer Office Applications: Spreadsheet (Excel)3
CAOT 92**	Computer Windows Application.2
CAOT 97	Introduction to the Internet for CAOT.3
Total.34

*This course has a prerequisite.

**This course has an advisory course.

ASSOCIATE DEGREE PROGRAMS

EXECUTIVE ASSISTANT

Associate in Arts Degree

This program is designed to prepare students to know the fundamentals of business and human relations skills and to excel in language arts and computer skills.

First Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	Computer Keyboarding II3
CAOT 31	Business English3
CAOT 35	Concepts in Information Systems3
CAOT 92**	Computer Windows Application.2

GENERAL EDUCATION REQUIREMENTS 4

(See Graduation Requirements - Plan B)

Second Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 3**	Computer Keyboarding III.3
CAOT 33	Records Management and Filing.2
CAOT 34	Business Terminology2
CAOT 82**	Microcomputer Software Survey in the Office3
CAOT 110**	Microcomputer Office Applications: Presentation Design3

GENERAL EDUCATION REQUIREMENTS 4

Third Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 39**	Word Processing Keyboarding and Operations (Microsoft Word)3

COMPUTER APPLICATIONS
OFFICE TECHNOLOGIES