

**CAOT Programs of
Study -
Associate in Arts
Degree**

Last Name _____

First Name _____

SID _____

Email: _____

Phone: _____

	Units	Executive Assistant	Office Systems Specialist
TOTAL UNITS		60	60
CAOT 1 - Keyboarding 1	3		
CAOT 2 - Keyboarding 2	3		
CAOT 3 - Keyboarding 3	3		
CAOT 9 - Computer Keyboarding Improvement	1		
CAOT 31 - Business English	3		
CAOT 32 - Business Communications	3		
CAOT 33 - Records Management	2		
CAOT 34 - Business Terminology	2		
CAOT 35 - Concepts in Info Systems	3		
CAOT 39 - Beginning Word	3		
CAOT 48 - Customer Service	3		
CAOT 82 - Software Survey	3		
CAOT 85 - Excel	3	or 86	
CAOT 86 - Access	3	or 85	
CAOT 91 - Advanced Word	2		
CAOT 92 - Windows Applications	2		
CAOT 97 - Internet for Business	3		
CAOT 109 - Web Multimedia for Office	3		
CAOT 111 - Electronic Communications	2		
CAOT 133 - How To Succeed in an Online Class	1		
CAOT 140 - Technology for Virtual Office	3		
CAOT 145 - ePortfolio	1		
CAOT 151 - Mobile Apps for Academic	1		
CAOT 152 - Mobile Apps for Business	3		
CAOT 153 - Social Media	3		
1st Semester - General Education Grad Requirements	4		
1st Semester - General Education Grad Requirements	5		
2nd Semester - General Education Grad Requirements	5		
3rd Semester - General Education Grad Requirements	5		
4th Semester - General Education Grad Requirements	4		
4th Semester - General Education Grad Requirements	5		

