Last Name _____

First Name _____

SID _____

Email: _____

Phone: _____

CAOT Programs of Study

	Units	Social Media	Mobile Apps Skills	Office Assistant	Customer Service	Internet Specialist	Business Information Worker I	Clerical Assistant	Word Information Processor	Administrative Assistant	Executive Assistant	Office Systems Specialist
TOTAL UNITS		8	10	12-13	13-14	14-15	22	24	27	35	41	41
CAOT 1 - Keyboarding 1	3			or 62	or 62	or 62						
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 62 - Personal Computer Keyboard	2			or 1	or 1	or 1						
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											