

CAOT Associate Degree Major Requirements

Core:		
CAOT 2*	Computer Keyboarding II	3
CAOT 31	Business English	3
CAOT 32	Business Communications	3
CAOT 37	Secretarial Accounting	3
CAOT 82	Microcomputer Software Survey in the Office - Microsoft Office	3
CAOT 84	Microcomputer Office Applications: Word Processing - Word	3
CAOT 92	Computer Windows Applications	2
CAOT 97	Introduction to Internet for Computer Applications & Office Technologies	3
23 units		
Two Courses Chosen From the Following: Courses required for your chosen option cannot be used (double-counted) in this section.		
CAOT 43	Office Procedures	3
CAOT 47	Applied Office Practice	2
CAOT 78	Microcomputer Accounting Applications for the Electronic Office	3
CAOT 85	Microcomputer Office Applications: Spreadsheets - Excel	3
CAOT 86	Microcomputer Office Applications: Database - Access	3
CAOT 108	Presentation Design for Office - PowerPoint	2
CAOT 123	Web Applications for the Office Professional - Dreamweaver	3
CAOT 124	Introduction to Image Creation for the Office Professional - Photoshop	3
3-6 units		
Plus Completion of Option 1 OR Option 2		
Options 1: Computer Applications Specialist Option		
CAOT 78	Microcomputer Accounting Applications - QuickBooks	3
CAOT 85	Microcomputer Office Applications: Spreadsheets - Excel	3
CAOT 86	Microcomputer Office Applications: Database - Access	3
CAOT 123 OR CAOT 124	Web Applications for the Office Professional - Dreamweaver Introduction to Image Creation for the Office Professional - Photoshop	3
12 units		
Option 2: Administrative Assistant Option		
CAOT 33	Records Management and Filing	2
CAOT 43	Office Procedures	3
CAOT 47	Applied Office Practice	2
CAOT 85	Microcomputer Office Applications: Spreadsheets - Excel	3
10 units		
Total: 36-39 units		