

CAOT Occupational Certificates

The Computer Applications & Office Technologies Department offers Occupational Certificates in the following programs:

- [Administrative Assistant Certificate](#)
- [Computer Applications Specialist Certificate](#)
- [Website Software Specialist Certificate](#)

Administrative Assistant Certificate		
Required Courses:		
CAOT 2	Computer Keyboarding II	3
CAOT 31	Business English	3
CAOT 32	Business Communications	3
CAOT 33	Records Management and Filing	2
CAOT 37	Secretarial Accounting	3
CAOT 47	Applied Office Practice	2
CAOT 82	Microcomputer Software Survey in the Office - Microsoft Office	3
CAOT 84	Microcomputer Office Applications: Word Processing -Word	3
CAOT 85	Microcomputer Office Applications: Spreadsheets - Excel	3
CAOT 92	Microcomputer Windows Applications	2
CAOT 97	Introduction to Internet for Computer Applications & Office Technologies	3
CAOT 108	Presentation Design for Office - PowerPoint	2
CAOT 123 OR CAOT 124	Web Applications for the Office Professional - Dreamweaver Introduction to Image Creation for the Office Professional - Photoshop	3
		Total: 35 units

Computer Applications Specialist Certificate

The Computer Applications Specialist Certificate can lead to positions such as: Correspondence Secretary Word Processing Secretary, Word Processing Technician

Required Courses:

CAOT 2	Computer Keyboarding II	3
CAOT 31	Business English	3
CAOT 32	Business Communications	3
CAOT 37	Secretarial Accounting	3
CAOT 78	Microcomputer Accounting Applications for the Electronic Office	3
CAOT 82	Microcomputer Software Survey in the Office - Microsoft Office	3
CAOT 84	Microcomputer Office Applications: Word Processing -Word	3
CAOT 85	Microcomputer Office Applications: Spreadsheets - Excel	3
CAOT 86	Microcomputer Office Applications: Database- Access	3
CAOT 92	Microcomputer Windows Applications	2
CAOT 97	Introduction to Internet for Computer Applications & Office Technologies	3
CAOT 108	Presentation Design for Office - PowerPoint	3
CAOT 123 OR CAOT 124	Web Applications for the Office Professional - Dreamweaver Introduction to Image Creation for the Office Professional - Photoshop	3

Total: 37 units

Website Software Specialist Certificate

Required Courses:

CAOT 82	Microcomputer Software Survey in the Office - Microsoft Office	3
CAOT 92	Microcomputer Windows Applications	2
CAOT 97	Introduction to Internet for Computer Applications & Office Technologies	3
CAOT 123	Web Applications for the Office Professional - Dreamweaver	3
CAOT 124	Introduction to Image Creation for the Office Professional - Photoshop	3

Total: 14 units