

CAOT – GENERAL OFFICE CERTIFICATE OF ACHIEVEMENT MAJOR CODE: 0514.00

This program is primarily designed for career & technical education and workforce training. This program prepares students for office administration occupation with emphasis on computer application office technologies such as word processing, electronic spreads sheet and computerized accounting.

Program Learning Outcomes: Upon successful completion of this program, students will be able to ...

- Use current and emerging computing technology to enhance business and individual productivity.
- Be proficient in the use of general computer application office technologies.
- Use Office suite of programs to solve typical business programs.

Required courses units.....	26
CIS 101 Introduction to Computers and their uses (formerly Co Sci 901).....	3
CAOT 079 Word Processing or CAOT 85 Spreadsheet .....	3
CIS 104 Advanced Microsoft Application.....	3
BUS 001 Introduction to Business .....	3
BUS 031 Business English .....	3
BUS 032 Business Communications .....	3
ACCTG 001 Introductory Accounting I.....	5
ACCTG 025 Automated Accounting Methods and Procedures.....	3