

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

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

SID \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

	Units	Executive Assistant	Office Systems Specialist
<b>TOTAL UNITS</b>		61	60
CAOT 1 - Keyboarding 1	3		
CAOT 2** - Keyboarding 2	3		
CAOT 31 - Business English	3		
CAOT 32** - Business Communications	3		
CAOT 33 - Records Management	3		
CAOT 34 - Business Terminology	2		
CAOT 35 - Concepts in Info Systems	3		
CAOT 48 - Customer Service	3		
CAOT 82** - Software Survey	3		
CAOT 84** - Microsoft Word	3		
CAOT 85** - Microsoft Excel	3	or 86	
CAOT 86** - Microsoft Access	3	or 85	
CAOT 92** - Windows Applications	2		
CAOT 109 - Web Multimedia for Office	3		
CAOT 110** - Microsoft PowerPoint	3		
CAOT 111** - Electronic Communications	2		
CAOT 133 - How To Succeed in an Online Class	1		
CAOT 145** - ePortfolio	1		
CAOT 152 - Mobile Apps for Business	3		
CAOT 153 - Social Media	3		
Electives: Complete 1 Unit of any degree applicable course.	1		
Electives: Complete 3 Units of any degree applicable course.	3		
LACCD General Education Plan: 21 Units	21		

Note: CAOT 35 (3 units) may be double counted in LACCD General Education area D2.

\*\*This course has an advisory course.

***Please note: It is mandatory to see a counselor before beginning your GE requirements***