



# Office Systems Specialist

## Associate in Arts Degree

**This program is designed to provide up-to-date preparation in state-of-the-art automated office technology and office systems. Students who pursue this degree will gain a comprehensive knowledge and understanding of the current office environment.**

62 units



First Semester	Units
CAOT 31 Business English .....	3
CAOT 33 Records Management .....	2
CAOT 35 Concepts in Information Systems .....	3
CAOT 3** Computer Keyboarding III .....	3
<b>General Education Grad. Requirements .....</b>	<b>5</b>
<i>(See Graduation Requirements)</i>	

Second Semester	Units
CAOT 34 Business Terminology.....	2
CAOT 39** Word Processing: Keyboarding and Operations (Microsoft Word).....	3
CAOT 92** Computer Windows Applications .....	2
CAOT 140 Technology in the Virtual Office .....	2
CAOT 145 ePortfolio .....	1
<b>General Education Grad. Requirements .....</b>	<b>5</b>

Third Semester	Units
CAOT 32* Business Communications .....	3
CAOT 85** Microcomputer Office Applications: Spreadsheet (Excel).....	3
CAOT 91** Microcomputer Office Applications: Advanced Word Processing .....	2
CAOT 97** Introduction to the Internet for Computer Applications and Office Technologies .....	3
<b>General Education Grad. Requirements .....</b>	<b>4</b>

Fourth Semester	Units
CAOT 41 Office Methods <b>OR</b>	
CAOT 941 Cooperative Education .....	4
CAOT 86** Microcomputer Office Applications: Database (Access).....	3
CAOT 107** Microcomputer Office Applications: Web Design for the Office .....	3
CAOT 111** Microcomputer Office Applications: Electronic Communications .....	2
<b>General Education Grad. Requirements .....</b>	<b>4</b>
<b>Total .....</b>	<b>62</b>

\*This course has a prerequisite.  
\*\*This course has an advisory.

Computer Applications and Office Technologies  
Technology Building E7 - Fourth Floor  
For more information, call 323-265-8954