



EXECUTIVE ASSISTANT

DEGREE

FIRST SEMESTER

UNITS

CAOT 2** Computer Keyboarding II.....	3
CAOT 31 Business English	3
CAOT 35 Concepts in Information Systems	3
CAOT 92** Computer Windows Applications	2
General Education Grad. Requirements	4

(See Graduation Requirements)

SECOND SEMESTER

CAOT 3** Computer Keyboarding III.....	3
CAOT 33 Records Management	2
CAOT 34 Business Terminology	2
CAOT 82** Microcomputer Software Survey in the Office	3
CAOT 110**Microcomputer Office Applications: Presentation Design	3
General Education Grad. Requirements	4

THIRD SEMESTER

CAOT 39** Word Processing Keyboarding and Operations (Microsoft Word)	3
CAOT 85** Microcomputer Office Applications: Spreadsheet (Excel for Windows) OR	
CAOT 86** Microcomputer Office Applications: Data- base (Access for Windows).....	3
CAOT 97** Introduction to the Internet for Computer Appli- cations & Office Tech.	3
CAOT 111**Microcomputer Office Applications: Electronic Communications	2
General Education Grad. Requirements	5

FOURTH SEMESTER

CAOT 7* Machine Transcription.....	3
CAOT 32* Business Communications	3
CAOT 41** Office Methods OR CAOT 941 Cooperative Education	4
CAOT 91** Microcomputer Office Applications: Advanced Word Processing	2
General Education Grad. Requirements	5

This program is designed to prepare students to know the fundamentals of business and human relations skills and to excel in language arts and computer skills.

65 units

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

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

