



COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES FIVE-SEMESTER PLAN

Courses	Spring 2005	Fall 2005	Spring 2006	Fall 2006	Spring 2007
CAOT 1 - Computer Keyboarding I					
Day	X	X	X	X	X
Evening	X	X	X	X	X
Saturday					
Online		X	X	X	X
CAOT 2 - Computer Keyboarding II					
Day	X	X	X	X	X
Evening	X	X	X	X	X
Saturday					
Online					
CAOT 3 - Computer Keyboarding III					
Day	X	X	X	X	X
Evening	X	X	X	X	X
Saturday					
Online					
CAOT 9 - Computer Keyboarding Improvement					
Day					X
Evening				X	
Saturday					
Online					
CAOT 31 - Business English					
Day	X		X		X
Evening		X		X	
Saturday					
Online					
CAOT 32 - Business Communications					
Day					
Evening	X		X		X
Saturday					
Online					
CAOT 33 Records Management and Filing					
Day	X				X
Evening					
Saturday					
Online					
CAOT 34 - Business Terminology					
Day					X
Evening	X		X		
Saturday					
Online					
CAOT 35 - Word Processing: Concepts in Information Systems					
Day					
Evening				X	
Saturday					
Online					
CAOT 43 - Microcomputer Office Applications: Disk Operating Systems					
Day					
Evening		X		X	
Saturday					
Online					
CAOT 47 - Applied Office Practice					
Day			X		X
Evening					
Saturday					
Online					
CAOT 64 - Computer Laboratory					
Day	X	X	X	X	X
Evening	X	X	X	X	X
Saturday	X	X	X	X	X
Online					
CAOT 75 - Word Processing: Equipment Operation					
Day					X
Evening				X	X
Saturday				X	
Online					
CAOT 76 - Keyboarding for Data Processing					
Day			X	X	X
Evening					
Saturday				X	X
Online					
*Except in cases of low enrollment and budgetary constraints, every effort will be made to maintain class offerings as scheduled.					

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Courses	Spring 2005	Fall 2005	Spring 2006	Fall 2006	Spring 2007	
CAOT 80 - Computerized Records Management						
Day						
Evening						
Saturday						
Online						X
CAOT 82 - MicroComputer Software Survey						
Day						
Evening						
Saturday			X			
Online		X		X	X	X
CAOT 83 - MicroComputer Off Apps: Operating Systems (Windows)						
Day						
Evening						
Saturday					X	
Online						
CAOT 84 - MicroComputer Off Apps: Word Processing						
Day						X
Evening					X	
Saturday						
Online		X	X	X		
CAOT 85 - MicroComputer Office Apps: Spreadsheets						
Day						X
Evening			X		X	
Saturday						
Online		X	X	X		
CAOT 86 - MicroComputer Off Apps: Data Base						
Day						
Evening				X		X
Saturday						
Online						
CAOT 88 - MicroComputer Off Apps: Desktop Publishing						
Day						X
Evening						
Saturday						
Online						
CAOT 89 - MicroComputer Off Apps: Operating Systems (Windows)						
Day						X
Evening				X		
Saturday						
Online						
CAOT 97 - Introduction to the Internet						
Day						
Evening		X		X		X
Saturday			X		X	
Online			X		X	
CAOT 107 - Microcomputer Off Apps: Advanced Web Design for the Office (Dream Weaver)						
Day			X			
Evening					X	
Saturday						
Online			X			
CAOT 108 - Presentation Design for the Office (Power Point)						
Day						X
Evening						
Saturday						
Online			X		X	
CAOT 109 - MicroComputer Off Apps: Web Multimedia for the Office						
Day				X		X
Evening						
Saturday						
Online				X		X
CAOT 112 - MicroComputer Off Apps: Web Page Design						
Day		X		X		X
Evening						
Sunday						
Online				X		X
CAOT 113 - Introduction to Adobe Photoshop for the Office						
Day			X		X	
Evening						
Sunday						
Online			X		X	
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