



# OFFICE TECHNOLOGIES

## Proficiency Award (Awarded By The Department)

The Office Technologies Program is for students with little or no previous office training and who have immediate job goals in mind. This program can be completed in one semester. The Proficiency Award will be granted by the Department to a student receiving a grade of "C" or better in each course. All of the following required courses can be applied toward the Administrative Assistant program. *For more information contact: Mary Pinto-Casillas (805) 678-5097 [mpintocasillas@vcccd.edu](mailto:mpintocasillas@vcccd.edu) or Alex Lynch (806) 678-5061 [alynch@vcccd.edu](mailto:alynch@vcccd.edu)*

<b>REQUIRED CORE CLASSES</b>		<b>UNITS</b>
CAOT R001	Keyboarding (Alpha and Numeric)	1.5
CAOT R002	Keyboarding Speed and Accuracy <i>Advisories: CAOT R001</i>	1.5
CAOT R004	Microsoft Outlook	1.5
CAOT R009	Office Procedures <i>Advisories: CAOT R001 or CAOT R002 and CAOT R130</i>	3.0
CAOT R123	Microsoft Excel <i>Advisories: CIS R020A</i>	3.0
CAOT R130	Microsoft Word <i>Advisories: CIS R020A</i>	3.0
<b>Total Required Units for the Award</b>		<b>13.5</b>