



COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES DEPARTMENT

CAOT PROGRAM



Office Assistant

Certificate of Achievement

This Certificate of Achievement is designed for students who want a fast-track course of study that will enable them to enter the job market with entry-level office skills.

Complete 6 classes with a total of 16 units:

- CAOT 001 - Computer Keyboarding 1 (CSU) (3 units)
- CAOT 031 - Business English (CSU) (3 units)
- CAOT 033 - Records Management (3 units)
- CAOT 034 - Business Terminology (CSU) (2 units)
- CAOT 082 - Microcomputer Software Survey in the Office (Advisory: CAOT 1) (CSU) (3 units)
- CAOT 111 - Microcomputer Office Applications: Outlook (Advisory: CAOT 82) (CSU) (2 units)

Note: An advisory course is a condition of enrollment that a student is advised (but not required) to meet before, or in conjunction with, enrollment in a course.



East Los Angeles College, 1301 Avenida Cesar Chavez, Monterey Park, CA 91754
Vicky Chang Career & Technology | E7 Building, 4th Floor, Room-E7-411 or E7-420
Call 323-415-5399 or E-mail serransn@lacc.edu
visit <http://elac.edu/Academics/Departments/CAOT>

