



# COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES DEPARTMENT

## CAOT PROGRAM



# Administrative Assistant

## Certificate of Achievement

This Certificate of Achievement is designed for students who want to work in an office and possess the skills necessary to assist managers in the daily operations of an office.

### **Complete 11 classes with a total of 30 units:**

- CAOT 002 - Computer Keyboarding 2 (Advisory: CAOT 1) (CSU) (3 units)
- CAOT 031 - Business English (CSU) (3 units)
- CAOT 032 - Business Communications (Advisory: CAOT 1 & 31) (CSU) (3 units)
- CAOT 033 - Records Management (3 units)
- CAOT 034 - Business Terminology (CSU) (2 units)
- CAOT 035 - Concepts in Information Systems (US) (CSU) (3 units)
- CAOT 082 - Microcomputer Survey in the Office (Advisory: CAOT 1) (CSU) (3 units)
- CAOT 084 - Microcomputer Office Applications: Word (Advisory: CAOT 1) (CSU) (3 units)
- CAOT 092 - Computer Windows Applications (CSU) (Advisory: CAOT 1) (2 units)
- CAOT 110 - Microcomputer Office Applications: PowerPoint (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.*



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