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.

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