Office Systems Specialist
Certificate of Achievement

This Certificate of Achievement is designed to provide current preparation in state-of-the-art office technology and office systems. Students who pursue this certificate will gain a comprehensive knowledge and understanding of the automated office environment and will be prepared for such jobs as assistant, administrative assistant, or executive secretary.

Complete 14 classes with a total of 38 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 and CAOT 31) (CSU) (3 units)
CAOT 035 - Concepts in Information Systems (UC) (CSU) (3 units)
CAOT 084 - Microcomputer Office Applications: Word (Advisory: CAOT 1) (CSU) (3 units)
CAOT 085 - Microcomputer Office Applications: Excel (Advisory: CAOT 1) (CSU) (3 units)
CAOT 086 - Microcomputer Office Applications: Access (Advisory: CAOT 1) (CSU) (3 units)
CAOT 092 - Computer Windows Applications (Advisory: CAOT 1) (CSU) (2 units)
CAOT 109 - Web Multimedia For The Office (CSU) (3 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)
CAOT 145 - ePortfolio (Advisory: CAOT 1) (CSU) (1 unit)
CAOT 152 - Mobile Apps for Business (CSU) (3 units)
CAOT 153 - Social Media (CSU) (3 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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