



# ADMINISTRATIVE ASSISTANT CERTIFICATE

This program 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.

**42 UNITS**

	UNITS
CAOT 2** Computer Keyboarding II .....	3
CAOT 3** Computer Keyboarding III .....	3
CAOT 7* Machine Transcription .....	3
CAOT 31 Business English .....	3
CAOT 32* Business Communications .....	3
CAOT 33 Records Management .....	2
CAOT 34 Business Terminology .....	2
CAOT 35 Concepts in Information Systems .....	3
CAOT 39** Word Processing: Keyboarding & Operations (Microsoft Word) .....	3
CAOT 82** Microcomputer Survey in the Office .....	3
CAOT 41** Office Methods <b>OR</b> CAOT 941 Cooperative Education .....	4
CAOT 92** Computer Windows Applications.....	2
CAOT 97** Intro. to the Internet for Computer Applications & Office Technologies .....	3
CAOT 110** Microcomputer Office Applications: Presentation Design.....	3
CAOT 111** Microcomputer Office Applications: Electronic Communications.....	2
<b>Total</b> .....	<b>42</b>

**Computer Applications & Office Technologies**  
Technology Building E7 - Fourth Floor  
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