



Certificate

Clerical Assistant

This program is designed for students who want a course of study that will enable them to enter the clerical job market in the shortest possible time.

UNITS

CAOT 2** Computer Keyboarding II	3
CAOT 3** Computer Keyboarding III	3
CAOT 31 Business English	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 92** Computer Windows Applications.....	2
CAOT 97** Intro. to the Internet for Computer Applications & Office Technologies	3
CAOT 41** Office Methods OR CAOT 941 Cooperative Education	4
Total.....	28

**This course has an advisory.

28 units



Computer Applications & Office Technologies
Technology Building E7 - Fourth Floor
For more information, call 323-265-8954