



Office Assistant

Certificate of Achievement



This program 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. Students may apply for the Office Assistant Certificate of Achievement upon completion of a minimum of 12 units in required courses with a grade of “C” or better.

CAOT 62	Personal Computer Keyboarding	2
OR CAOT 1	Computer Keyboarding I	3
CAOT 31	Business English	3
CAOT 33	Records Management	2
CAOT 34	Business Terminology	2
CAOT 82**	Microcomputer Software Survey	3

**This course has an advisory.

Only 12 Units!

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