



# OFFICE SYSTEMS SPECIALIST

Certificate

44 units

This certificate program is designed to provide 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 executive assistant, administrative assistant, or executive secretary.



	<b>UNITS</b>
CAOT 3** Computer Keyboarding III .....	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 41** Office Methods <b>OR</b>	
CAOT 941 Cooperative Education .....	4
CAOT 39** Word Processing: Keyboarding and Operations (Microsoft Word) .....	3
CAOT 85** Microcomputer Office Applications: Spreadsheet (Excel) .....	3
CAOT 86** Microcomputer Office Applications: Database (Access) .....	3
CAOT 91** Microcomputer Office Applications: Advanced Word Processing .....	2
CAOT 92** Computer Windows Applications .....	2
CAOT 97** Intro. to the Internet for Computer Applications and Office Technologies .....	3
CAOT 107** Microcomputer Office Applications: Web Design for the Office. ....	3
CAOT 111** Microcomputer Office Applications: Electronic Communications .....	2
CAOT 140 Technology in the Virtual Office .....	2
CAOT 145 ePortfolio .....	1
<b>Total</b> .....	<b>44</b>

\*This course has a prerequisite.

\*\*This course has an advisory.

**Computer Applications and Office Technologies**

Technology Building E7 - Fourth Floor

For more information, call 323-265-8954