



East Los Angeles College 1301 Avenida Cesar Chavez Monterey Park CA 91754

EXECUTIVE ASSISTANT CERTIFICATE

47 UNITS

This program is designed to prepare students to know the fundamentals of business and human relations skills and to excel in language arts and computer skills.

	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 Software Survey in the Office.....	3
CAOT 85** Microcomputer Office Applications: Spreadsheet (Excel for Windows)	
OR	
CAOT 86** Microcomputer Office Applications: Database (Access for Windows)	3
CAOT 41** Office Methods OR	
CAOT 941 Cooperative Education.....	4
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 110** Microcomputer Office Applications: Presentation Design	3
CAOT 111** Microcomputer Office Applications:Electronic Communications	2
Total	47



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