



# COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES DEPARTMENT

## CAOT PROGRAM



# Microsoft Office Specialist

## Certificate of Achievement

Employment opportunities for word processing personnel will continue to grow in the next few years. Students who pursue this certificate program will gain a basic knowledge and understanding of ideas related to and applied in a modern office environment or word processing center.

### **Complete 6 classes with a total of 16 units:**

- CAOT 084 - Microcomputer Office Applications: Word (Advisory: CAOT 1) (CSU) (3units)
- CAOT 085 - Microcomputer Office Applications: Excel (Advisory: CAOT 1) (CSU) (3 units)
- CAOT 086 - Microcomputer Office Applications: Access (Advisory: CAOT 1) (CSU) (3 units)
- CAOT 092 - Computer Windows Applications (Advisory course: CAOT 1) (CSU) (2 units)
- CAOT 110 - Microcomputer Office Applications: PowerPoint (Advisory: CAOT 1) (CSU) (3 units)
- CAOT 111 - Microcomputer Office Applications: Outlook (Advisory: CAOT 82) (CSU) (2 units)

*Note: An advisory course is a condition of enrollment that a student is advised (but not required) to meet before, or in conjunction with, enrollment in a course.*



East Los Angeles College, 1301 Avenida Cesar Chavez, Monterey Park, CA 91754  
Vicky Chang Career & Technology | E7 Building, 4th Floor, Room-E7-411 or E7-420  
Call 323-415-5399 or E-mail [serransn@laccd.edu](mailto:serransn@laccd.edu)  
visit <http://elac.edu/Academics/Departments/CAOT>

