



# ADMINISTRATIVE ASSISTANT

This program is designed for students who want to work in an office and possess the skills necessary to assist managers in the daily operations of an office.

## CERTIFICATE OF ACHIEVEMENT



**35 UNITS**

|   | <b>UNITS</b> |
|---|--------------|
| CAOT 2** Computer Keyboarding II .....  | 3            |
| 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 39** Word Processing: Keyboarding &<br>Operations (Microsoft Word).....    | 3            |
| CAOT 82** Microcomputer Survey in the Office.....                               | 3            |
| CAOT 92** Computer Windows Applications .....                                   | 2            |
| CAOT 97 Internet for Business .....   | 3            |
| CAOT 111** Microcomputer Office Applications:<br>Electronic Communications..... | 2            |
| CAOT 140 Technology for the Virtual Office .....                                | 3            |
| <b>Total .....</b>  | <b>35</b>    |

\*\*This course has an advisory course.

**Computer Applications & Office Technologies**  
Technology Building E7 - Fourth Floor, Room E7-420  
For more information, call 323-267-3738