



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

# EXECUTIVE ASSISTANT

## CERTIFICATE OF ACHIEVEMENT

**41 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.

	<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 & Operations (Microsoft Word).....3
CAOT 82**	Microcomputer Software Survey in the Office.....3
CAOT 85**	Microcomputer Office Applications: Spreadsheet (Excel for Windows)
	<b>OR</b>
CAOT 86**	Microcomputer Office Applications: Database (Access for Windows) .....3
CAOT 91**	Microcomputer Office Applications: Advanced Word Processing.....2
CAOT 92**	Computer Windows Applications .....2
CAOT 97	Internet for Business .....3
CAOT 111**	Microcomputer Office Applications: Electronic Communications.....2
CAOT 145	ePortfolio .....1
CAOT 153	Social Media.....3
	<b>Total .....41</b>

\*\*This course has an advisory.



**Computer Applications and Office Technologies**  
 Technology Building E7 - Fourth Floor, Room E7-420  
 For more information, call 323-267-3737