



OFFICE SYSTEMS SPECIALIST

Certificate of Achievement

41 units

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



	UNITS
CAOT 2**	Computer Keyboarding II3
CAOT 31	Business English3
CAOT 32**	Business Communications3
CAOT 35	Concepts in Information Systems3
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 92**	Computer Windows Applications.....2
CAOT 97	Internet for Business3
CAOT 109**	Web Multimedia For The Office3
CAOT 111**	Microcomputer Office Applications: Electronic Communications.....2
CAOT 140	Technology in the Virtual Office.....3
CAOT 145	ePortfolio1
CAOT 152	Mobile Apps for Business3
CAOT 153	Social Media3
	Total.....41

**This course has an advisory.

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