



FALL 2018
Begins August 27

FREE Books!

Earn an OFFICE ASSISTANT Certificate of Achievement in ONE SEMESTER!

This Certificate of Achievement is designed for students who want a fast-track course of study that will enable them to enter the job market with entry-level office skills.

Students may apply for the Office Assistant Certificate of Achievement upon completion of units in required courses with a grade of "C" or better.



5 Classes
13 Units

***Earn up to \$35,422 a year!**

*Occupational Employment Statistics (OES) Survey 2017 Wage 1st Quarter.

	Monday	Tuesday	Wednesday	Thursday
9:00 - 10:30 a.m.	CAOT 82 - Microsoft Office Class No. 17544 LEC Class No. 17546 LAB 9:00 a.m. - 10:25 a.m. Room E7-406 3 UNITS	CAOT 1 - Keyboarding Class No. 16851 LEC Class No. 16854 LAB 9:00 a.m. - 11:30 a.m. Room E7-415 3 UNITS	CAOT 82 - Microsoft Office Class No. 17544 LEC Class No. 17546 LAB 9:00 a.m. - 10:25 a.m. Room E7-406 3 UNITS	CAOT 1 - Keyboarding Class No. 16851 LEC Class No. 16854 LAB 9:00 a.m. - 11:30 a.m. Room E7-415 3 UNITS
10:30 - 11:00 a.m.				
11:00 - 12:00 p.m.				
12:00 - 1:00 p.m.	CAOT 31 - Business English Class No. 17253 12:10 p.m. - 1:35 p.m. Room E7-404 3 UNITS	CAOT 33 - Records Management and Filing Class No. 17387 LEC Class No. 17388 LAB 12:10 p.m. - 3:05 p.m. Room E7-416 2 UNITS	CAOT 31 - Business English Class No. 17253 12:10 p.m. - 1:35 p.m. Room E7-404 3 UNITS	CAOT 34 - Business Terminology Class No. 22483 12:10 p.m. - 2:15 p.m. Room E7-406 2 UNITS
1:00 - 2:00 p.m.				
2:00 - 3:00 p.m.				
3:00 - 3:20 p.m.				

Register Now!