

Los Angeles
Pierce College

**Computer
Applications
and Office
Technologies
(CAOT)**



Enroll Today in
Business Information Worker Certificate Program
and become a

VIRTUAL ADMINISTRATIVE ASSISTANT

This program also prepares you for positions such as: office and administrative assistant; customer service representative; administrative support assistant; receptionist; or information clerk.

Certificate-Required Courses

		UNITS
CAOT 001	Computer Keyboarding and Document Applications I	3
<i>or</i>	CAOT 002 Computer Keyboarding and Document Applications II	3
CAOT 031	Business English	3
<i>or</i>	CAOT 032 Business Communications	3
<i>or</i>	CAOT 128 Communication Skills for the Business Professional	3
CAOT 039	Word Processing: Keyboarding and Operations (<i>MS Word</i>)	3
CAOT 055	Career Skills for the Workplace	3
<i>or</i>	MGMT 031 Human Relations for Employees	3
CAOT 067	Microsoft Outlook for the Office	2
CAOT 082	Microcomputer Software Survey in the Office (<i>MS Office</i>)	3
CAOT 085	Microcomputer Office Applications: Spreadsheet (<i>MS Excel</i>)	3
CAOT 092	Computer Windows Applications	2
	Total Units	22

For more information, EMAIL US AT:
CAOT-Info@PierceCollege.edu

OR VISIT OUR WEBPAGE:
http://www.piercecollege.edu/departments/c_a_o_t_hospt/