Los Angeles Pierce College
Computer Applications and Office Technologies (CAOT)

OFFICE CLERICAL CERTIFICATE PROGRAM

Get prepared for entry-level office positions by learning skills that promote success in the workplace.

Certificate-Required Courses

Course Number	Course Name	Units
CAOT 1	Computer Keyboarding and Document Applications I	3
CAOT 31	Business English	3
CAOT 55	Career Skills for the Workplace	3
CAOT 100	Windows-Based Computer Applications (Windows, MS Word, MS Excel, and MS Outlook)	3
	OR	
CAOT 82	Microcomputer Software Survey in the Office (MS Office: Windows, Word, Excel, PowerPoint, and Access)	3
	Total Units	**12**

For more information, email us at:
CAOT-Info@Piercecollege.edu

Or visit our webpage:
http://www.piercecollge.edu/departments/c_a_o_t_hospt/