



COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES DEPARTMENT

CAOT PROGRAM



Microsoft Office Specialist

Certificate of Achievement

Employment opportunities for word processing personnel will continue to grow in the next few years. Students who pursue this certificate program will gain a basic knowledge and understanding of ideas related to and applied in a modern office environment or word processing center.

Complete 6 classes with a total of 16 units:

- CAOT 084 - Microcomputer Office Applications: Word (Advisory: CAOT 1) (CSU) (3units)
- CAOT 085 - Microcomputer Office Applications: Excel (Advisory: CAOT 1) (CSU) (3 units)
- CAOT 086 - Microcomputer Office Applications: Access (Advisory: CAOT 1) (CSU) (3 units)
- CAOT 092 - Computer Windows Applications (Advisory course: CAOT 1) (CSU) (2 units)
- CAOT 110 - Microcomputer Office Applications: PowerPoint (Advisory: CAOT 1) (CSU) (3 units)
- CAOT 111 - Microcomputer Office Applications: Outlook (Advisory: CAOT 82) (CSU) (2 units)

Note: An advisory course is a condition of enrollment that a student is advised (but not required) to meet before, or in conjunction with, enrollment in a course.



East Los Angeles College, 1301 Avenida Cesar Chavez, Monterey Park, CA 91754
Vicky Chang Career & Technology | E7 Building, 4th Floor, Room-E7-411 or E7-420
Call 323-415-5399 or E-mail serransn@laccd.edu
visit <http://elac.edu/Academics/Departments/CAOT>

