Executive Assistant
Certificate of Achievement

This Certificate of Achievement is designed to prepare students to know the fundamentals of business and human relations skills and to excel in language arts and computer skills.

Complete 14 classes with a total of 37 units:

CAOT 002 - Computer Keyboarding 2 (Advisory: CAOT 1) (CSU) (3 units)
CAOT 031 - Business English (CSU) (3 units)
CAOT 032 - Business Communications (Advisory: CAOT 1 and CAOT 32) (CSU) (3 units)
CAOT 033 - Records Management (3 units)
CAOT 034 - Business Terminology (CSU) (2 units)
CAOT 035 - Concepts in Information Systems (UC) (CSU) (3 units)
CAOT 082 - Microcomputer Software Survey in the Office (Advisory: CAOT 1) (CSU) (3 units)
CAOT 084 - Microcomputer Office Applications: Word (Advisory: CAOT 1) (CSU) (3 units)
CAOT 092 - Computer Windows Applications (Advisory: 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)
CAOT 145 - ePortfolio (Advisory course: CAOT 1) (CSU) (1 unit)
CAOT 153 - Social Media (CSU) (3 units)

Complete one of the following courses:

CAOT 085 - Microcomputer Office Applications: Excel (Advisory: CAOT 1) (CSU) (3 units)
CAOT 086 - Microcomputer Office Applications: Access (Advisory: CAOT 1) (CSU) (3 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.