
Administrative Office Assistant - Certificate of Achievement

Units: 24

(State Code: 21614; TOP Code: 051400; Academic Plan: C021614D)

The Administrative Office Assistant certificate of achievement prepares students for employment in business, government, and educational offices using automated systems and procedures. Emphasis is placed on the development of keyboarding skills and the use of basic computer applications including word processing and spreadsheets. In addition, students are prepared to assume general office duties. Completion of the program enables students to qualify for entry-level office positions and lays the foundation for further study and advancement in office occupations.

PROGRAM STUDENT LEARNING OUTCOMES

1. Create a flyer, newsletter, brochure, business cards, forms, and letterhead with a designed logo for a small business, hobby, or interest and conduct online research effectively using Web search.
2. Research travel options and recommend (via memo) the optional travel plan for an executives business trip.
3. Create a worksheet, add and modify headers and footers, and apply custom graphs and tables to the worksheet.
4. Create, maintain, and publish a website containing hyperlinks, a marquee, graphic hotspots, and tables on a live LACC server.
5. Implement Windows security measures to protect a computer system.

PROGRAM REQUIREMENTS

Requirements for the Administrative Office Assistant certificate of achievement may be met by completing 24 units of required courses with a grade of "C" or better.

REQUIRED COURSES (36 UNITS)

CAOT 003	COMPUTER KEYBOARDING III	3
CAOT 043	OFFICE PROCEDURES	3
CAOT 079	WORD PROCESSING APPLICATIONS	3
	or	
CAOT 112	MICROCOMPUTER OFFICE APPLICATIONS: WEB PAGE DESIGN	
CAOT 084	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING	3
CAOT 085	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET	3
CAOT 088	MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING	3
CAOT 097	INTERNET FOR BUSINESS	3
CAOT 098	MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY	3