
Clerical Office Assistant - Certificate of Achievement

Units: 20

(State Code: 08215; TOP Code: 051400; Academic Plan: C008215D)

The Clerical Office Assistant certificate of achievement prepares students for employment in business, government, and educational offices using computerized systems and procedures. Emphasis is placed on the development of skills in keyboarding, language and communications, proofreading, editing, and business letter formatting. Basic computer applications skills are attained through an introductory course in a multi-applications suite. Completion of this 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. Demonstrate proficiency in English grammar (eight parts of speech), punctuation, spelling, and writing skills through an hour-long writing assignment
2. Complete an hour-long business letter writing assignment using professional business communication and vocabulary; correct format, grammar, and spelling.
3. Type a business letter and an addressed envelope from unformatted copy in the block style letter formatting using Microsoft Word within 25 minutes.

PROGRAM REQUIREMENTS

Requirements for the Clerical Office Assistant certificate of achievement may be met by completing 20 units of required courses with a grade of "C" or better.

REQUIRED COURSES (20 UNITS)

CAOT 001	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I	3
OR		
CAOT 002	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II	
CAOT 031	BUSINESS ENGLISH	3
CAOT 032	BUSINESS COMMUNICATIONS	3
CAOT 033	RECORDS MANAGEMENT AND ELECTRONIC FILING	3
CAOT 047	APPLIED OFFICE PRACTICE	2
CAOT 082	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE	3
CAOT 098	MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY	3