



# Certificate of Achievement

## COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY:

### GENERAL OFFICE ASSISTANT



#### WHAT IS GENERAL OFFICE ASSISTANT

Responsible for performing clerical and administrative duties in an office setting. Assists executive assistants and secretaries by sorting mail, filing, answering phones, greeting clients, scheduling meetings, and restocking supplies.

Contact Business Department: 323-241-5387



#### What You'll Do

- Answer phones and greet clients warmly.
- Assist in filing duties.
- Perform basic bookkeeping duties.
- Help organize office activities.
- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
- Schedule meetings and conference rooms.
- Restock supply closet with printing paper, ink, pens, paper clips, staplers, files and folders, and correction fluid.

#### CAREER OPPORTUNITIES:

- Office Assistant
- Medical Office Assistant
- Law Office Assistant
- Financial Clerk
- Receptionist
- Operation Assistant
- Customer Service Representative
- Front Office Clerk
- Executive Assistant

#### Required Courses:

CAOT 2	
Computer Keyboarding II	3
CAOT 31	
Business English	3
CAOT 33	
Records Management & Filing	2
CAOT 43	
Office Procedures	3
CAOT 47	
Applied Office Practice	2
CAOT 82	
Microcomputer Software Survey in the Office	3
<b>TOTAL UNITS</b>	<b>16</b>