



Certificate of Achievement

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY:

MICROSOFT EXCEL



WHAT IS MICROSOFT EXCEL

This course offers applications, from simple data entry to complex problem solving, that are used to make important business decisions. Excel training courses can help improve employee productivity by allowing everyday tasks to be completed more efficiently.

Contact Business Department: 323-241-5387



What You'll Do

- Write a business letter using standard business formats.
- Plan, produce, manipulate, format, and modify charts to depict data graphically.

CAREER OPPORTUNITIES:

- Bank Teller
- Loan Processor
- Financial Clerk
- Bookkeeper
- Staff Accountant

Required Courses:	
CAOT 2	
Computer Keyboarding II	3
CAOT 31	
Business English	3
CAOT 33	
Records Management and Filing	2
CAOT 85	
Microcomputer Office Applications: Spreadsheet	3
COOP ED	
Cooperative Work Experience Education	2
TOTAL UNITS	13