

Application for Award CERTIFICATE OF ACHIEVEMENT IN OFFICE ADMINISTRATION

Academic Plan: H008295D



Instructions to student:

1. Please complete this form.
2. Attach copies of your transcripts which include classes required for this certificate.
3. Return your completed application to Admissions & Records (SSA 218) 310-233-4020, or use your district email account (ends in @student.laccd.edu) to email completed forms to arhelp@lahc.edu.
4. A notice will be sent to you by email once your application is reviewed and processed.

Course	Name	Units	Grade	Semester Completed	Year Completed
CAOT 001	Computer Keyboarding and Document Applications I	3			
CAOT 002	Computer Keyboarding and Document Applications II	3			
CAOT 030	Office Procedures	3			
CAOT 033	Records Management & Electronic Filing	3			
CAOT 034	Business Terminology	2			
CAOT 061	Introduction to Office Machines	1			
CAOT 064	Computer Applications and Office Technologies Laboratory	1			
or CAOT 185	Directed Study CAOT	1			
CAOT 078	Microcomputer Accounting Application for the Electronic Office	3			
CAOT 082	Microcomputer Software Survey in the Office	3			
CAOT 084	Microcomputer Office Applications: Word Processing	3			
CAOT 086	Microcomputer Office Applications: Database	3			
CAOT 088	Microcomputer Applications: Desktop Publishing	3			
or CAOT 110	Microcomputer Office Applications: Presentation Design	3			
	Total Units	31			

Student Name: _____

Student ID Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

By signing below I certify that all information is true and correct to the best of my knowledge.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Do not write in this box

☐ Granted

☐ Denied

☐ Pending

Notes: _____

Reviewed by: _____

on date: _____

Student notified by email on date:
