

Application for Award CERTIFICATE OF ACHIEVEMENT IN OFFICE AUTOMATION

Academic Plan: H021634D



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 002	Computer Keyboarding and Document Applications II	3			
CAOT 030	Office Procedures	3			
CAOT 033	Records Management & Electronics Filing	3			
CAOT 034	Business Terminology	2			
CAOT 061	Introduction to Office Machines	1			
CAOT 078	Microcomputer Accounting Application for the Electronic Office	3			
CAOT 082	Microcomputer Software Survey in the Office	3			
CAOT 084	Microcomputer Applications: Word Processing	3			
CAOT 085	Microcomputer Applications: Spreadsheets	3			
CAOT 086	Microcomputer Office Applications: Database	3			
CAOT 088	Microcomputer Applications: Desktop Publishing	3			
CAOT 110	Microcomputer Office Applications: Presentation Design	3			
Total Units		33			

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: _____