

*“Knowledge Creates Confidence – Confidence Creates Success”*



## **COURSE SYLLABUS**

### **Computer Office Automation**

#### **Course Information**

Computer Office Automation (**COA**) is a 192 clock course that is designed to teach students all phases of clerical office work. The course utilizes the Microsoft Office environment, which includes Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, and Microsoft Outlook. Students are also taught Career Development.

#### **Course Focus and Emphasis**

Emphasis is placed on mastering the skills needed to gain successful employment in many exciting clerical occupations.

#### **Course and Career Objective**

Graduates will be employable in either the public or private sector as Receptionists, Office Clerks, Administrative Assistants, Information Clerks, Customer Service Clerks, Data Entry Clerks, and many other rewarding office positions.

#### **Option**

Students **may** opt to take an extra 48 clock hours to study for and take the Microsoft Office Specialist (**MOS**) Certification Exam.