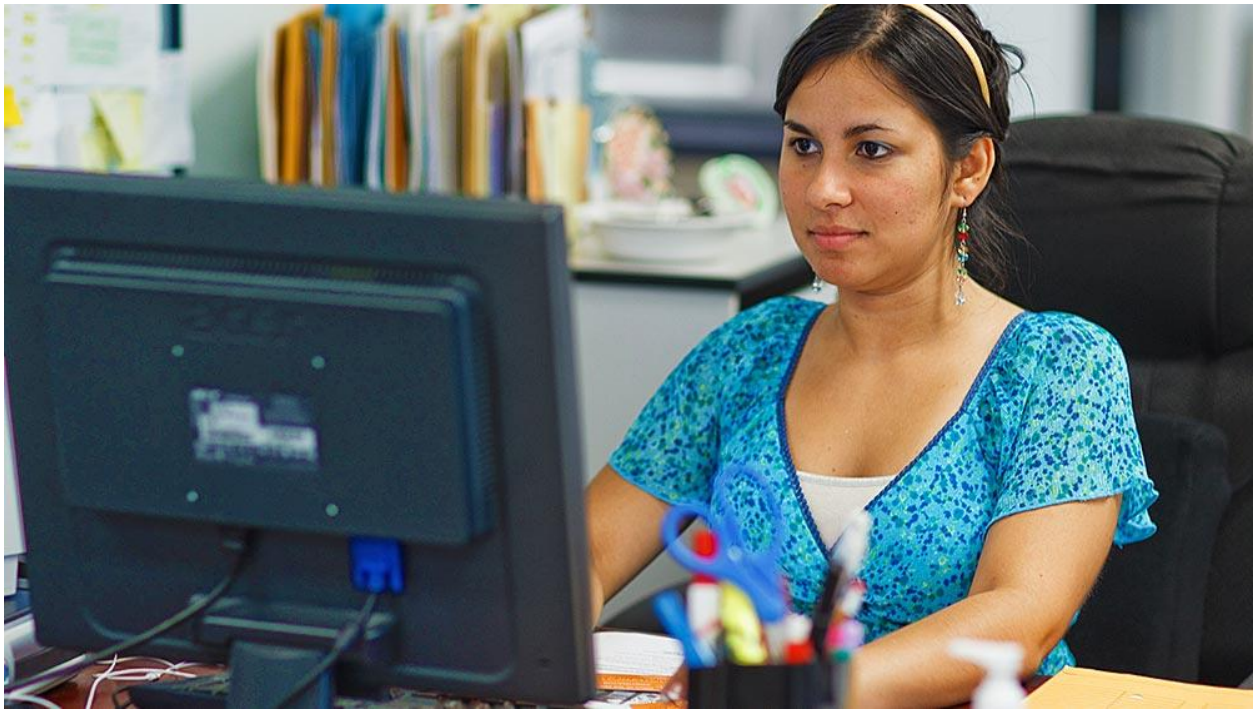

COMPUTER OFFICE OPERATIONS

COURSE SYLLABUS

Our Computer Office Automation Course (COA) is a 192 clock course that is designed to train 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..

Course and Career Objective Graduates will be employable in either the public or private sector as utilizing the skills attained in using documents to bring reality to the working office. The graduate will work a Receptionists, Office secretary, Administrative Assistants, Information manager, Customer Service , Data Entry Clerks, and other rewarding office positions.

Working in an office is exciting and can lead to additional learning and opportunities for advancement.