

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES



Pathway: Business & Public Services

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Award Title	Award Type	GE Units	Required Course Units	Major Elective Units	Major Units
CAOT: Administrative Assistant*	A.A.	21*	31	12	43
CAOT: Administrative Assistant	C		22	9	31

At least 60 degree applicable units are required to earn an Associate degree.

*These Associate Degrees are eligible for a reduction of General Education requirements from 21 to 18 units; please consult with a counselor for more details.

PROGRAM OVERVIEW

The Computer Applications and Office Technologies (CAOT) degree and certificate programs are designed to provide students with administrative and clerical competency skills required for employment in a variety of areas, such as business and industry, government agencies, schools, and hospitals. The degree and certificate options are designed to meet the varying needs of a wide spectrum of students, including those seeking:

- Associate in Arts degree(s)
- Certificate(s) that are specific to a discipline or area
- Entry into the job market
- Advanced training and/or retraining.
- Lifelong learning

By fulfilling the program requirements, students are prepared for entry level positions, promotion, and career advancement in a variety of office occupations. Students will be proficient in the use of software application programs such as Microsoft Word, Excel, PowerPoint, Access, and Internet research.

PROGRAM LEARNING OUTCOMES (PLOs)

Upon completion of the Degree/Certificate program, students are able to:

1. Utilize various computer software to process, organize, and present data/information in business formats in office settings where proficiency with technology is necessary.

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES: ADMINISTRATIVE ASSISTANT

Associate in Arts Degree

Major Units: 43

Requirements for the Associate in Arts degree in CAOT: Administrative Assistant may be met by completing 31 units of Required Courses and 12 units of Major Electives with a "C" or better along with General Education units. Information on the General Education unit requirements may be found in the catalog under Graduation Requirements.

REQUIRED COURSES

The following suggested sequence of Required Courses can be taken in any order provided prerequisites are met.

SEMESTER I		UNITS
CAOT 002	Computer Keyboarding and Document Applications II	3
CAOT 033	Records Management and Filing	2
CAOT 034	Business Terminology	2
CAOT 082	Microcomputer Software Survey in the Office	3

SEMESTER II		UNITS
CAOT 031	Business English	3
CAOT 084	Microcomputer Office Applications: Word Processing	3

SEMESTER III		UNITS
BUS 032	Business Communications	3
BUS 038	Business Computations	3

SEMESTER IV		UNITS
CAOT 007	Machine Transcription	3
CAOT 030	Office Procedures	3
CAOT 098	Microcomputer Office Applications: Discovering Computers: Digital Literacy	3

MAJOR ELECTIVES

Select at least 12 units from the courses below		UNITS
BUS 001	Introduction to Business	3
BUS 005	Business Law I	3
BUS 040	Business Project Management	3
CAOT 085	Microcomputer Office Applications: Spreadsheet	3
CAOT 086	Microcomputer Office Applications: Database	3
CAOT 088	Microcomputer Office Applications: Desktop Publishing	3
CAOT 101	Hands-on Internet	1
OFF MCH 002	Adding and Calculating Machines	1
SUPV 001	Elements of Supervision	3
SUPV 011	Oral Communications	3
SUPV 011	Oral Communications	3

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES: ADMINISTRATIVE ASSISTANT

Certificate of Achievement

Major Units: 31

A Certificate of Achievement in CAOT: Administrative Assistant may be earned by completing 22 units of Required Courses listed below and 9 units of Major Electives listed under the Associates degree in CAOT: Administrative Assistant with a "C" or better in each course.

REQUIRED COURSES

SEMESTER I		UNITS
CAOT 002	Computer Keyboarding and Document Applications II	3
CAOT 033	Records Management and Filing	2
CAOT 034	Business Terminology	2
CAOT 082	Microcomputer Software Survey in the Office	3

SEMESTER II		UNITS
CAOT 007	Machine Transcription	3
CAOT 030	Office Procedures	3
CAOT 031	Business English	3
BUS 032	Business Communications	3

MAJOR ELECTIVES

9 units of Major Electives listed under the associates degree must be completed.

USEFUL LATTTC LINKS:

College Catalog: <http://college.lattc.edu/catalog/>

Financial Aid Office: <http://college.lattc.edu/financialaid/>

Counseling Department: <http://college.lattc.edu/counseling/>

General Education Information: <http://college.lattc.edu/catalog>

You can register in these classes by logging on to the Student Information System at <http://college.lattc.edu/student/new-students/register-now/>

For additional information consult a LATTTC college counselor.