

# COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES



Pathway: Business & Civic Engagement  
 Office: Cedar Hall/K - Room 203 D1  
 Email: BCE@lattc.edu  
 Phone: (213) 763-7252

Award Title	Academic Plan	Award Type	GE Units	Required Course Units	Major Elective Units	Major Units
CAOT: Information Processing Specialist*	T008470C	A.A.	21*	41	3	44
CAOT: Information Processing Specialist	T021833D	C		33		33

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. These programs are Financial Aid Eligible.

## PROGRAM OVERVIEW

The Information Processing Specialist provides support to assigned administrative personnel; coordinate office activities; monitor assigned activities, and provide meaningful informational recommendations to administrators and directors.

By fulfilling the program requirements, students are prepared for entry level positions. Some duties include:

- Communicating with clients
- Compiling data from various sources
- Coordinating relevant information for special programs
- Maintaining the organizations website
- Monitoring assigned departmental activities
- Ordering software and equipment for the organization
- Responding to a wide range of correspondence

## PROGRAM LEARNING OUTCOMES (PLOs)

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

- Utilize the computer to process, organize, and present data and information to advance format with no errors.
- Demonstrate the ability to critically analyze and interpret data in various materials effectively trouble-shoot, problem-solve with limited resources, and plan strategically.
- Write reports by collecting, analyzing, and summarizing information for private, public and governmental organizations.

## COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES: INFORMATION PROCESSING SPECIALIST

### Associate in Arts Degree

Major Units: 44

Requirements for the Associate in Arts degree in CAOT: Information Processing Specialist may be met by completing 41 units of Required Courses and 3 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

SEMESTER I		UNITS
BUS 022	The Business of Electronic Commerce	3
CAOT 002	Computer Keyboarding and Document Applications II	3
CAOT 082	Microcomputer Software Survey in the Office	3
CAOT 101	Hands-on Internet	1

SEMESTER II		UNITS
CAOT 030	Office Procedures	3
CAOT 031	Business English	3
CAOT 084	Microcomputer Office Applications: Word Processing	3
BUS 038	Business Computations	3

SEMESTER III		UNITS
CAOT 007	Machine Transcription	3
BUS 032	Business Communications	3
CAOT 033	Records Management and Filing	2
CAOT 085	Microcomputer Office Applications: Spreadsheet	3

SEMESTER IV		UNITS
CAOT 086	Microcomputer Office Applications: Database	3
CAOT 088	Microcomputer Office Applications: Desktop Publishing	3
CAOT 098	Microcomputer Office Applications: Discovering Computers: Digital Literacy	3

### MAJOR ELECTIVES

The following courses may be used as Electives provided that the course is NOT a requirement in the major.

Select at least 3 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 007	Machine Transcription	3
CAOT 085	Microcomputer Office Applications: Spreadsheet	3
CAOT 086	Microcomputer Office Applications: Database	3
CAOT 088	Microcomputer Office Applications: Desktop Publishing	3
CAOT 098	Microcomputer Office Applications: Discovering Computers: Digital Literacy	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

# COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES: INFORMATION PROCESSING SPECIALIST

## Certificate of Achievement

Major Units: 33

A Certificate of Achievement in CAOT: Information Processing Specialist may be earned by completing 33 units of Required Courses with a "C" or better in each course.

### REQUIRED COURSES

SEMESTER I		UNITS
BUS 022	The Business of Electronic Commerce	3
CAOT 002	Computer Keyboarding and Document Applications II	3
CAOT 031	Business English	3
CAOT 082	Microcomputer Software Survey in the Office	3
CAOT 085	Microcomputer Office Applications: Spreadsheet	3
CAOT 101	Hands-on Internet	1

  

SEMESTER II		UNITS
CAOT 030	Office Procedures	3
BUS 032	Business Communications	3
CAOT 034	Business Terminology	2
CAOT 084	Microcomputer Office Applications: Word Processing	3
CAOT 086	Microcomputer Office Applications: Database	3
CAOT 098	Microcomputer Office Applications: Discovering Computers: Digital Literacy	3

### 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>

Business & Civic Engagement Pathway: <http://pathways.lattc.edu/catalog-programs/bce/>

To register: <http://college.lattc.edu/student/new-students/register-now/>

For additional information consult a LATTTC college counselor.