

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: Office Assistant-Clerical*	A.A.	21*	32	10	42
CAOT: Office Assistant-Clerical	C		34		34

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

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES: OFFICE ASSISTANT-CLERICAL

Associate in Arts Degree
Major Units: 42

Requirements for the Associate in Arts degree in CAOT: Office Assistant-Clerical may be met by completing 32 units of Required Courses and 10 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
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
BUS 038	Business Computations	3
SEMESTER III		UNITS
CAOT 084	Microcomputer Office Applications: Word Processing	3
BUS 032	Business Communications	3
ACCTG 001	Introductory Accounting I	5
SEMESTER IV		UNITS
CAOT 007	Machine Transcription	3
CAOT 030	Office Procedures	3
OFF MCH 002	Adding and Calculating Machines	1

MAJOR ELECTIVES

Select at least 10 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 098	Microcomputer Office Applications: Discovering Computers: Digital Literacy	3
CAOT 101	Hands-on Internet	1
SUPV 001	Elements of Supervision	3
SUPV 011	Oral Communications	3

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES: OFFICE ASSISTANT-CLERICAL

Certificate of Achievement

Major Units: 34

A Certificate of Achievement in CAOT: Office Assistant-Clerical may be earned by completing 34 units of Required Courses with a "C" or better in each course.

REQUIRED COURSES

SEMESTER I		UNITS
BUS 038	Business Computations	3
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
CAOT 084	Microcomputer Office Applications: Word Processing	3
SEMESTER II		UNITS
ACCTG 001	Introductory Accounting I	5
BUS 032	Business Communications	3
CAOT 007	Machine Transcription	3
CAOT 030	Office Procedures	3
CAOT 031	Business English	3
OFF MCH 002	Adding and Calculating Machines	1

USEFUL LATTC 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 LATTC college counselor.