

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES



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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.

| Award Title | Academic Plan | Award Type | GE Units | Required Course Units | Major Elective Units | Major Units |
|----------------------------------|---------------|------------|----------|-----------------------|----------------------|-------------|
| CAOT: Office Assistant-Clerical* | T008471C | A.A. | 21* | 32 | 10 | 42 |
| CAOT: Office Assistant-Clerical | T021834D | 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.
 These programs are Financial Aid Eligible.

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:

- 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.

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

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

| 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 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: 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.

| 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>

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 LATTC college counselor.