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:

- Successfully use the computer to process, organize and present data and information in basic, intermediate, and advanced business format.
- Communicate effectively via spoken words, print and media, and work collaborative with others in an office setting.

CAOT MAJOR ELECTIVES

The following list of electives are applicable towards CAOT degrees and certificates of achievements.

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

ELECTIVE

Ten (10) units must be completed from the CAOT Major Electives located before the Program Overview section of this discipline.

### REQUIRED COURSES

The following suggested sequence of Required Courses can be taken in any order provided prerequisites are met:
### COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES: OFFICE ASSISTANT-CLERICAL

#### Certificate of Achievement

**Major Units:** 34

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### USEFUL LINKS

- **LATTTC Catalog**
  http://college.lattc.edu/catalog/

- **LATTTC Financial Aid Office**
  http://college.lattc.edu/financialaid/

- **LATTTC Counseling Department**
  http://college.lattc.edu/counseling/

- **Graduation Plan A**
  http://college.lattc.edu/catalog

- **Graduation Plan B**
  http://college.lattc.edu/catalog

- **Business Administration/Computer Applications & Office Technologies Department**
  http://college.lattc.edu/businessadmin

You can enroll in these classes by logging on to the Student Information System at http://college.lattc.edu/sic/sis/

For additional information consult a LATTTC college counselor.