

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES



Pathway: Business & Civic Engagement
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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:

- Employ office procedures including scheduling, filing, and data entry.
- Demonstrate quality customer service relations.
- Utilize various computer software to process, organize, and present data/information in business formats in office settings where proficiency with technology is necessary.

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

Award Title	Academic Plan	Award Type	GE Units	Required Course Units	Major Elective Units	Major Units
Computer App & Office Tech: Office Assistant-Clerical	T008471C	A.A.	21*	32	10	42
Computer App & Office Tech: Office Assistant-Clerical	T021834D	C		34		34

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

These programs are Financial Aid Eligible.

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COMPUTER APP & OFFICE TECH: 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.

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 APP & OFFICE TECH: 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, Class Schedule & more: <http://www.lattc.edu/academics>

Financial Aid Office: <http://www.lattc.edu/services/financial-aid>

Counseling Services & Support: <http://www.lattc.edu/services/support>

Business & Civic Engagement Pathway: <http://www.lattc.edu/academics/pathways/bce>

To register: <http://www.lattc.edu/student-guides/new-student-guide>

For additional information consult a LATTC college counselor.