



# East Los Angeles College

## Computer Applications & Office Technologies

2015-2016 Skills Certificate and Certificate of Achievement

Grades for all courses must be **"C"** or better.



### Skills Certificate

#### Logistics Material Handling Certification

This skills certificate is designed for students who want a fast-track course of study that will prepare them for certification in the Logistics Industry. Warehouse distribution, and hub operation, flow of goods and documents, shipping and receiving concepts, warehousing software, barcodes, radio frequency identification, and data collection will be covered. In addition, GIS (Geographic Information Systems), global supply chain, quality control, hazardous materials, and U.S. Customs regulations will be discussed.

Subject	Course	Units	Completed
LOGTIC 101	Technology in Global Logistics	1	
LOGTIC 102	Concepts in Global Logistics	2	
LOGTIC 103	Inventory in Global Logistics	2	
LOGTIC 104	Logistics: Cornerstone Essentials	3	
LOGTIC 105	Green Logistics and GIS Technology	3	
<b>TOTAL UNITS REQUIRED</b>		<b>11</b>	

#### Mobile Apps

This skills certificate is designed for students who want a fast-track course of study that will enable them to become a part of the rapid evolution of mobile computing. The development, operation, and use of mobile apps for business and academic success will be covered. Students may apply for the Mobile Apps Skills Certificate upon completion of minimum of 9 units in required courses with a grade of "C" or better.

Subject	Course	Units	Completed
CAOT 82**	Microcomputer Software Survey in the Office	3	
CAOT 140	Technology for the Virtual Office	3	
CAOT 151	Mobile Apps for Academic Success	1	
CAOT 152	Mobile Apps for Business	3	
<b>TOTAL UNITS REQUIRED</b>		<b>10</b>	

#### Social Media

This industry-driven skills certificate is designated for students and business professionals who want to enhance their marketing advertising, branding communications, and sales skills through multiple social media channels. It is also appropriate for those new to social media who seek to add a professional certificate in social media.

Subject	Course	Units	Completed
CAOT 140	Technology for the Virtual Office	3	
CAOT 152	Mobile Apps for Business	3	
CAOT 153	Social Media	3	
<b>TOTAL UNITS REQUIRED</b>		<b>9</b>	

#### Leadership in Global Logistics

This certificate is designed to provide 21<sup>st</sup> Century Leadership skills and theories in the logistics industry. Students will be introduced to the logistics environment, leading vs. managing, the key elements of leadership, the interrelationship between trait and behavioral leadership theories, influencing, communicating, coaching/mentoring, conflict resolution, team logistics leadership, ethics and diversity, and developing a logistics leadership culture. In addition, courses are embedded that will enable students the opportunity to obtain national certifications (Certified Logistics Associate and Certified Logistics Technician) that are industry-recognized, nationally portable logistics credential from the Manufacturing Skills Standard Council (MSSC)

Subject	Course	Units	Completed
LOGISTIC 104	Logistics: Cornerstone Essentials	3	
LOGISTIC 105	Green Logistics and GIS Technology	3	
LOGISTIC 104	Leadership in Logistics	3	
<b>TOTAL UNITS REQUIRED</b>		<b>9</b>	

#### Technology Logistics Level 1

Subject	Course	Units	Completed
CAOT 82**	Microcomputer Software Survey in the Office	3	
LOGTIC 101	Technology in Global Logistics	1	
LOGTIC 102	Concepts in Global Logistics	2	
LOGTIC 103	Inventory in global Logistics	2	
MATH 105	Arithmetic	3	
<b>OR</b>			
MATH 110*	Introduction to Algebraic Concepts	5	
<b>OR</b>			
MATH 115*	Elementary Algebra	5	
<b>OR</b>			
MATH 125*	Intermediate Algebra	5	
<b>TOTAL UNITS REQUIRED</b>		<b>11-13</b>	

\*This course has a prerequisite.

\*This course has an advisory course.

## Technology Logistics Level 2

This Skills Certificate is designed for students who want a fast-track course of study that will prepare them for a career in the Logistics Industry. Warehouse and distribution operations, flow of goods and documents, shipping and receiving concepts, communication skills, teamwork, customer service, applied math, warehousing software, bar codes, radio frequency identification, and data collection will be covered.

Subject	Course	Units	Completed
CAOT 32**	Business Communications	3	
CAOT 48	Customer Service	3	
CAOT 82**	Microcomputer Software Survey in the Office	3	
LOGTIC 101	Technology in Global Logistics	1	
LOGTIC 102	Concepts in Global Logistics	2	
LOGTIC 103	Inventory in Global Logistics	2	
MATH 105	Arithmetic	3	
<b>OR</b>			
MATH 110*	Introduction to Algebraic Concepts	5	
<b>OR</b>			
MATH 115*	Elementary Algebra	5	
<b>OR</b>			
MATH 125*	Intermediate Algebra	5	
<b>TOTAL UNITS REQUIRED</b>		<b>17-19</b>	

\*This course has a prerequisite.  
\*This course has an advisory course.

## Certificates of Achievement

### Administrative Assistant

This Certificate of Achievement is designed for students who want to work in an office and possess the skills necessary to assist managers in the daily operations of an office.

Subject	Course	Units	Completed
CAOT 2**	Computer Keyboarding II	3	
CAOT 3**	Computer Keyboarding III	3	
CAOT 31	Business English	3	
CAOT 32**	Business Communications	3	
CAOT 33	Records Management	2	
CAOT 34	Business Terminology	2	
CAOT 35	Concepts in Information Systems	3	
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)	3	
CAOT 82**	Microcomputer Software Survey in the Office	3	
CAOT 92**	Computer Windows Application	2	
CAOT 97	Internet for Business	3	
CAOT 111**	Microcomputer Office Applications: Electronic Communications	2	
CAOT 140	Technology for the Virtual Office	3	
<b>TOTAL UNITS REQUIRED</b>		<b>35</b>	

\*This course has a prerequisite.  
\*This course has an advisory course.

### Clerical Assistant

This Certificate of Achievement is designed for students who want a course of study that will enable them to enter the clerical job market in the shortest possible time.

Subject	Course	Units	Completed
CAOT 2**	Computer Keyboarding II	3	
CAOT 3**	Computer Keyboarding III	3	
CAOT 31	Business English	3	
CAOT 33	Records Management and Filing	2	
CAOT 34	Business Terminology	2	
CAOT 35	Concepts in Information Systems	3	
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)	3	
CAOT 92**	Computer Windows Application	2	
CAOT 97	Internet for Business	3	
<b>TOTAL UNITS REQUIRED</b>		<b>24</b>	

\*This course has an advisory course.

## Customer Service Representative

This Certificate of Achievement is designed for students who want a fast-track course of study that will enable them to enter the job market with customer service skills and with a raised awareness and reference for information on how an organization can deliver service excellence.

Subject	Course	Units	Completed
CAOT 1	Computer Keyboarding I	3	
<b>OR</b>			
CAOT 62	Personal Computer Keyboarding	2	
CAOT 31	Business English	3	
CAOT 34	Business Terminology	2	
CAOT 48	Customer Service	3	
CAOT 82**	Microcomputer Software Survey in the Office	3	
<b>TOTAL UNITS REQUIRED</b>		<b>13-14</b>	

\*This course has an advisory course.

### Executive Assistant

This Certificate of Achievement is designed to prepare students to know the fundamentals of business and human relations skills and to excel in language arts and computer skills.

Subject	Course	Units	Completed
CAOT 2**	Computer Keyboarding II	3	
CAOT 3**	Computer Keyboarding III	3	
CAOT 31	Business English	3	
CAOT 32**	Business Communications	3	
CAOT 33	Records Management	2	
CAOT 34	Business Terminology	2	
CAOT 35	Concepts in Information Systems	3	
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)	3	
CAOT 82**	Microcomputer Software Survey in the Office	3	
CAOT 85**	Microcomputer Office Applications: Spreadsheet (Excel)	3	
<b>OR</b>			
CAOT 86**	Microcomputer Office Applications: Database (Access)	3	
CAOT 91**	Microcomputer Office Applications: Advanced Word Processing	2	
CAOT 92**	Computer Windows Application	2	
CAOT 97	Internet for Business	3	
CAOT 111**	Microcomputer Office Applications: Electronic Communications	2	
CAOT 145	ePORTFOLIO	1	
CAOT 153	Social Media	3	
<b>TOTAL UNITS REQUIRED</b>		<b>41</b>	

### Internet Specialist

This Certificate of Achievement is designed for students who want a fast-track course of study that will enable them to enter the job market with entry-level Internet and Web design skills.

Subject	Course	Units	Completed
CAOT 62	Personal Computer Keyboarding	2	
<b>OR</b>			
CAOT 1	Computer Keyboarding I	3	
CAOT 82**	Microcomputer Software Survey in the Office	3	
CAOT 97	Internet for Business	3	
CAOT 109**	Web Multimedia For the Office	3	
CAOT 153	Social Media	3	
<b>TOTAL UNITS REQUIRED</b>		<b>14-15</b>	

\*\*This course has an advisory course.

## Legal Secretary

This Certificate of Achievement prepares the student for a secretarial position in the offices of attorneys, the legal department of private industries, federal, state, county, or city government and the courts.

Subject	Course	Units	Completed
CAOT 2**	Computer Keyboarding II	3	
CAOT 3**	Computer Keyboarding III	3	
CAOT 23**	Legal Office Procedures I	5	
CAOT 24*	Legal Office Procedures II	5	
CAOT 31	Business English	3	
CAOT 32**	Business Communications	3	
CAOT 33	Records Management	2	
CAOT 34	Business Terminology	2	
CAOT 35	Concepts in Information Systems	3	
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)	3	
CAOT 82**	Microcomputer Software Survey in the Office	3	
LAW 1	Business Law I	3	
CAOT 91**	Microcomputer Office Applications: Advanced Word Processing	2	
CAOT 92**	Computer Windows Applications	2	

**TOTAL UNITS REQUIRED 42**

\*This course has a prerequisite.

\*\*This course has an advisory course.

## Office Assistant

This Certificate of Achievement is designed for students who want a fast-track course of study that will enable them to enter the job market with entry-level office skills.

Subject	Course	Units	Completed
CAOT 1	Computer Keyboarding I	3	
<b>OR</b>			
CAOT 62	Personal Computer Keyboarding	2	
CAOT 31	Business English	3	
CAOT 33	Records Management and Filing	2	
CAOT 34	Business Terminology	2	
CAOT 82**	Microcomputer Software Survey in the Office	3	

**TOTAL UNITS REQUIRED 12-13**

## Office System Specialist

This Certificate of Achievement is designed to provide current preparation in state-of-the-art office technology and office systems. Students who pursue this certificate will gain a comprehensive knowledge and understanding of the automated office environment and will be prepared for such jobs as assistant, administrative assistant, or executive secretary.

Subject	Course	Units	Completed
CAOT 2	Computer Keyboarding II	3	
CAOT 31	Business English	3	
CAOT 32**	Business Communications	3	
CAOT 35	Concepts in Information Systems	3	
CAOT 39**	Word Processing Keyboarding and Operation (Microsoft Word)	3	
CAOT 85**	Microcomputer Office Applications: Spreadsheet (Excel)	3	
CAOT 86**	Microcomputer Office Applications: Database (Access)	3	
CAOT 92**	Computer Windows Application	2	
CAOT 97	Internet for Business	3	
CAOT 109	Web Multimedia for the Office	3	
CAOT 111**	Microcomputer Office Applications: Electronic Communications	2	
CAOT 140	Technology for the Virtual Office	3	
CAOT 145	ePortfolio	1	
CAOT 152	Mobile Apps for Business	3	
CAOT 153	Social Media	3	

**TOTAL UNITS REQUIRED 41**

\*\*This course has an advisory course.

## Technology & Logistics

The Technology & Logistics Certificate of Achievement is designed for students who intend to pursue the field of logistics as a career path. Logistics is the management and control of all aspects of the movement of goods, energy, services, information, and people. Warehouse and distribution operations, flow of goods and documents, shipping and receiving concepts, communication skills, teamwork, customer service, applied math, and warehousing/ inventory software will be covered. Students will also gain a knowledge and application of new technologies, including RFID, GIS, and GPS which coordinate the process and expedite the distribution of goods and services. Two (2) logistics national certifications (Certified Logistics Associate and Certified Logistics Technician) can be earned which are nationally portable logistics credentials from Manufacturing Skills Standard Council (MSSC).

LOGTIC 101	Technology in Global Logistics	1	
LOGTIC 102	Concepts in Global Logistics	2	
LOGTIC 103	Inventory in Global Logistics	2	
LOGTIC 104	Logistics: Cornerstone Essentials	3	
LOGTIC 105	Green Logistics and GIS Technology	3	
CAOT 32**	Business Communications	3	
CAOT 35	Concepts in Information Systems	3	
CAOT 48	Customer Service	3	
CAOT 82**	Microcomputer Software Survey in the Office	3	
CAOT 133	How to Succeed in an Online Course	1	

**OR**

CAOT 145	ePortfolio	1	
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**TOTAL UNITS REQUIRED 24**

\*\*This course has an advisory course.

## Word Information Processor

Employment opportunities for word processing personnel will continue to grow in the next few years. Students who pursue this certificate program will gain a basic knowledge and understanding of ideas related to and applied in a modern office environment or word processing center.

Subject	Course	Units	Completed
CAOT 3**	Computer Keyboarding III	3	
CAOT 31	Business English	3	
CAOT 33	Records Management and Filing	2	
CAOT 34	Business Terminology	2	
CAOT 35	Concepts in Information Systems	3	
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)	3	
CAOT 82**	Microcomputer Software Survey in the Office	3	
CAOT 85**	Microcomputer Office Applications: Spreadsheet (Excel)	3	
CAOT 92**	Computer Windows Application	2	
CAOT 97	Internet for Business	3	

**TOTAL UNITS REQUIRED 27**

\*This course has a prerequisite.

\*\*This course has an advisory course.