

# COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES



Pathway: Business & Civic Engagement  
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Award Title	Academic Plan	Award Type	GE Units	Required Course Units	Major Elective Units	Major Units
Computer App & Office Tech: Administrative Assistant	T002897C	A.A.	21*	31	12	43
Computer App & Office Tech: Administrative Assistant	T021835D	C		22	9	31

At least 60 degree applicable units are required to earn an Associate degree.  
 \*GE Units requirements may be fulfilled by completing any General Education Pattern; 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.

## COMPUTER APP & OFFICE TECH: ADMINISTRATIVE ASSISTANT

**Associate in Arts Degree**  
 Major Units: 43

Requirements for the Associate in Arts degree in CAOT: Administrative Assistant may be met by completing 31 units of Required Courses and 12 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.

## PROGRAM LEARNING OUTCOMES (PLOs)

Upon completion of the **Degree/Certificate** program, students are able to:

- 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

The following suggested sequence of Required Courses can be taken in any order provided prerequisites are met.

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
CAOT 084	Microcomputer Office Applications: Word Processing	3
SEMESTER III		UNITS
BUS 032	Business Communications	3
BUS 038	Business Computations	3
SEMESTER IV		UNITS
CAOT 007	Machine Transcription	3
CAOT 030	Office Procedures	3
CAOT 098	Microcomputer Office Applications: Discovering Computers: Digital Literacy	3

## MAJOR ELECTIVES

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

Select at least 12 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: ADMINISTRATIVE ASSISTANT

**Certificate of Achievement**  
 Major Units: 31

A Certificate of Achievement in CAOT: Administrative Assistant may be earned by completing 22 units of Required Courses listed below and 9 units of Major Electives listed under the Associate degree in CAOT: Administrative Assistant with a "C" or better in each course.

## 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 007	Machine Transcription	3
CAOT 030	Office Procedures	3
CAOT 031	Business English	3
BUS 032	Business Communications	3

## MAJOR ELECTIVES

9 units of Major Electives listed under the Associate degree must be completed.

## USEFUL LATTTC LINKS:

- College Catalog, Class Schedule & more: <http://www.latttc.edu/academics>
- Financial Aid Office: <http://www.latttc.edu/services/financial-aid>
- Counseling Services & Support: <http://www.latttc.edu/services/support>
- Business & Civic Engagement Pathway: <http://www.latttc.edu/academics/pathways/bce>

To register: <http://www.latttc.edu/student-guides/new-student-guide>  
For additional information consult a LATTTC college counselor.