

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: Information Processing Specialist	T008470C	A.A.	21*	41	3	44
Computer App & Office Tech: Information Processing Specialist	T021833D	C		33		33

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: INFORMATION PROCESSING SPECIALIST

Associate in Arts Degree

Major Units: 44

PROGRAM OVERVIEW

The Information Processing Specialist provides support to assigned administrative personnel; coordinate office activities; monitor assigned activities, and provide meaningful informational recommendations to administrators and directors.

By fulfilling the program requirements, students are prepared for entry level positions. Some duties include:

- Communicating with clients
- Compiling data from various sources

- Coordinating relevant information for special programs
- Maintaining the organizations website
- Monitoring assigned departmental activities
- Ordering software and equipment for the organization
- Responding to a wide range of correspondence

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.

Requirements for the Associate in Arts degree in CAOT: Information Processing Specialist may be met by completing 41 units of Required Courses and 3 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.

REQUIRED COURSES

SEMESTER I		UNITS
BUS 022	The Business of Electronic Commerce	3
CAOT 002	Computer Keyboarding and Document Applications II	3
CAOT 082	Microcomputer Software Survey in the Office	3
CAOT 101	Hands-on Internet	1
SEMESTER II		UNITS
CAOT 030	Office Procedures	3
CAOT 031	Business English	3
CAOT 084	Microcomputer Office Applications: Word Processing	3
BUS 038	Business Computations	3
SEMESTER III		UNITS
CAOT 007	Machine Transcription	3
BUS 032	Business Communications	3
CAOT 033	Records Management and Filing	2
CAOT 085	Microcomputer Office Applications: Spreadsheet	3
SEMESTER IV		UNITS
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

MAJOR ELECTIVES

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

Select at least 3 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	

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.