

## **COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES (CAOT)**

### **DEGREE AND CERTIFICATE PROGRAM**

The Computer Applications and Office Technologies (CAOT) program offers an Associate in Science Degree with five options; Administrative Assistant, Legal Office Assistant, Medical Office Assistant, Office Automation, and Office Communication. Certificates of Achievement are offered in Legal Office Assistant, Medical Office Assistant, Office Administration, and Office Automation. Skills Certificates may be obtained in Administrative Assistant, Clerical Records and Filing, Communication, Keyboarding, Legal Office Assistant, Medical Office Assistant, and Office Automation.

### **ASSOCIATE IN SCIENCE DEGREE IN COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES**

The CAOT degree program offers Associate in Science degrees in Administrative Assistant, Legal Office Assistant, Medical Office Assistant, Office Automation and Office Communication.

Students wishing to transfer should pursue an A.A. degree in Business Administration with the advice of a counselor. See the 2012-2014 General Catalog Degree and Certificate Programs, page 65.

Students must complete all three of the components shown below:

COMPONENT I	CAOT Core	28
COMPONENT II	CAOT Degree Option	18 to 21
COMPONENT III:	G.E. Requirements (Graduation Plan B)	18
	Minimum Total Units	64

#### *COMPONENT I: THE CAOT CORE*

The CAOT Core must be completed by all majors.

Course	Description	Units
Bus 1	Introduction to Business	3
Bus 31	Business English	3
CAOT 1	Keyboarding I	3
CAOT 2	Keyboarding II	3
CAOT 30	Office Procedures	3
CAOT 34	Business Terminology	2
CAOT 78	Microcomputer Accounting Application for the Electronic Office	3
CAOT 84	Microcomputer Office Applications: Word Processing	3
CAOT 85	Microcomputer Office Applications: Spreadsheets	3
CAOT 61	Introduction to Office Machines	1
CAOT 64	Office Administration Lab	1
	Minimum Units in CAOT Core	28

#### *COMPONENT II: CAOT DEGREE OPTION*

Degree candidates must complete the Degree Requirements in one of the option areas listed below. Option

Requirements are completed in addition to the CAOT Core to satisfy the degree requirements of the Business Division-CAOT Program.

Degree Options:	
Degree Option	Units
Administrative Assistant	21
Legal Office Assistant	21
Medical Office Assistant	21
Office Automation	18
Office Communication	20

For a detailed list of the courses required in each option, see the Degree Option blocks illustrated below.

*ADMINISTRATIVE ASSISTANT OPTION*

Major Code: 051400

Plan B

This option prepares students for positions in a variety of offices, including business, aerospace, education, government, health care and industry.

Course	Description	Units
CAOT 7	Machine Transcription	3
CAOT 33	Records Management & Filing	2
CAOT 64	CAOT Lab	1
CAOT 82	Microcomputer Software Survey	3
CAOT 79	Microcomputer Office Applications: Advanced Word Processing	3
CAOT 86	Microcomputer Office Applications: Database	3
CAOT 88	Microcomputer Office Applications: Desktop Publishing	3
CAOT 110	Microcomputer Office Applications: Presentation Design	3
	Option Total	21

*LEGAL OFFICE ASSISTANT OPTION*

Major Code: 051410

Plan B

This option prepares students for administrative positions in a legal environment such as a law office, police department, insurance offices, legal department of a corporation and related fields, such as government and regulatory agencies.

Course	Description	Units
Bus 5	Business Law I	3
Bus 6	Business Law II	3
CAOT 23	Legal Secretarial Procedures I	5
CAOT 82	Microcomputer Software Survey	3
CAOT 64	CAOT Lab	1
CAOT 86	Microcomputer Office Applications: Database	3

Course	Description	Units
Real Estate 5	Legal Aspects of Real Estate	3
	Option Total	21

*MEDICAL OFFICE ASSISTANT OPTION*

Major Code: 051420

Plan B

This option prepares students for positions in a medical clinic office, doctor's office, hospital office and related offices.

Course	Description	Units
BIO 33	Medical Terminology	3
CAOT 21	Medical Secretarial Procedures I	5
CAOT 185	Directed Study: Office Administration	1
CAOT 33	Records Management & Filing	2
CAOT 64	CAOT Lab	1
CAOT 82	Microcomputer Software Survey	3
CAOT 79	Microcomputer Office Applications: Advanced Word Processing	3
CAOT 86	Microcomputer Office Applications: Database	3
	Option Total	21

*OFFICE AUTOMATION OPTION*

Major Code: 051401

Plan B

This option prepares students for positions requiring computer use in a variety of organizational Offices in business, education, government and industry.

Course	Description	Units
CAOT 7	Machine Transcription	3
CAOT 82	Microcomputer Software Survey	3
CAOT 79	Microcomputer Office Applications: Advanced Word Processing	3
CAOT 88	Microcomputer Office Applications: Desktop Publishing	3
CAOT 86	Microcomputer Office Applications: Database	3
CAOT 110	Microcomputer Office Applications: Presentation Design	3
	Option Total	18

*OFFICE COMMUNICATION OPTION*

Major Code: 051402

Plan B

This option prepares students for positions requiring skills in communication for a variety of organizational

offices in business, education, government and industry.

Course	Description	Units
CAOT 33	Records Management & Filing	2
CAOT 34	Business Terminology	2
CAOT 82	Microcomputer Software Survey	3
CAOT 79	Microcomputer Office Applications: Advanced Word Processing	3
CAOT 64	Office Administration Lab	1
CAOT 86	Microcomputer Office Applications: Database	3
CAOT 88	Microcomputer Applications: Desktop Publishing	3
CAOT 110	Presentation Design	3
	Option Total	20

Some courses not offered every semester or year.

## CERTIFICATES OF ACHIEVEMENT IN COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

The student is trained in the basic skills required for employment in the administrative assistant field. Units earned toward the certificate may be applied toward the AS Degree in CAOT or the A.A. Degree in Business Administration. Certificates of Achievement are awarded upon completion of a minimum of 30 units. (Preparation for the Microsoft Office Certification Exams)

CERTIFICATE OPTIONS	Units
Legal Office Assistant	31
Medical Office Assistant	31
Office Administration	30
Office Automation	32

### *CERTIFICATE OF ACHIEVEMENT IN LEGAL OFFICE ASSISTANT*

Major Code: 051410

This option prepares students for administrative positions in a legal environment such as a law office, police department, insurance Offices, legal department of a corporation and related fields, such as government and regulatory agencies.

Required Courses		
Course	Description	Units
Bus 5	Business Law I	3
CAOT 1	Keyboarding I	3
CAOT 2	Keyboarding II	3
with	CAOT 64 or 185	1
CAOT 9	Keyboarding Improvement	1
CAOT 23	Legal Office Procedures I	5
with	CAOT 64 or 185	1
CAOT 30	Office Procedures	3
CAOT 33	Records Management & Filing	2
With CAOT 185	Directed Study CAOT	1
CAOT 34	Business Vocabulary and Spelling	2
CAOT 82	Microcomputer Software Survey	3
AND		
CAOT 86	Microcomputer Office Applications: Database	3
OR		
CAOT 79	Microcomputer Office Applications: Advanced Word Processing	3
	Total	31

*CERTIFICATE OF ACHIEVEMENT IN MEDICAL OFFICE ASSISTANT*

Major Code: 051420

This option prepares students for administrative positions in a medical clinic, doctor's Office, hospital Office and related Offices.

REQUIRED COURSES		
Course	Description	Units
BIO 33	Medical Terminology	3
CAOT 1	Keyboarding I	3
CAOT 2	Keyboarding II	3
CAOT 21	Medical Office Procedures I	5
with CAOT 64 or 185	Laboratory	1
CAOT 33	Records Management & Filing	2
CAOT 34	Business Vocabulary and Spelling	2
CAOT 82	Microcomputer Software Survey	3
CAOT 85	Microcomputer Office Applications: Spreadsheets	3
CAOT 86	Microcomputer Office Applications: Database	3
CAOT 79	Microcomputer Office Applications: Advanced Word Processing	3
	Total	31

*CERTIFICATE OF ACHIEVEMENT IN OFFICE ADMINISTRATION*

Major Code: 051400

This option prepares students for general administrative positions in a wide variety of organizational Offices, including business, aerospace, education, government, health care and industry.

REQUIRED COURSES		
Course	Description	Units
CAOT 1	Keyboarding I	3
CAOT 2	Keyboarding II	3
CAOT 30	Office Procedures	3
CAOT 33	Records Management & Filing	2
CAOT 34	Business Terminology	2
CAOT 61	Introduction to Office Machines	1
CAOT 82	Microcomputer Software Survey	3
CAOT 84	Microcomputer Office Applications: Word Processing	3
CAOT 79	Microcomputer Office Applications: Advanced Word Processing	3
CAOT 64 or 185 CAOT	Laboratory	1
CAOT 86	Microcomputer Office Applications: Database	3
CAOT 88	Microcomputer Applications: Desktop Publishing	3
or		
CAOT 110	Presentation Design	3
	Total	30

*CERTIFICATE OF ACHIEVEMENT IN OFFICE AUTOMATION*

Major Code: 051401

This option prepares students for positions requiring computer use in a variety of organizational Offices in business, education, government and industry.

Course	Description	Units
CAOT 1	Keyboarding I	3
CAOT 2	Keyboarding II	3
CAOT 30	Office Procedures	3
CAOT 33	Records Management & Filing	2
CAOT 34	Business Terminology	2
CAOT 61	Introduction to Office Machines	1
CAOT 82	Microcomputer Software Survey	3
CAOT 85	Microcomputer Applications: Spreadsheets	3
CAOT 86	Microcomputer Office Applications: Database	3
CAOT 88	Microcomputer Office Applications: Desktop Publishing	3
CAOT 79	Microcomputer Office Applications: Advanced Word Processing	3
CAOT 110	Microcomputer Office Applications: Presentation Design	3
	Total	32

Some courses not offered every semester or year.

*SKILLS CERTIFICATES IN COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES*

The student is trained in the basic skills required for employment in the office procedures and clerical field. Units earned toward this certificate may be applied toward the A.S. Degree in CAOT or the A.A. Degree in Business Administration. (Preparation for the Microsoft Office Certification Exams)

*SKILLS CERTIFICATE IN ADMINISTRATIVE ASSISTANT*

Course	Description	Units
CAOT 7	Machine Transcription	3
CAOT 30	Office Procedures	3
CAOT 34	Business Terminology	2
CAOT 61	Introduction to Office Machines	1
CAOT 82	Microcomputer Software Survey	3
CAOT 79	Microcomputer Applications: Word Processing (Advanced)	3
	Total	15

*SKILLS CERTIFICATE IN RECORDS MANAGEMENT*

Course	Description	Units
CAOT 1	Computer Keyboarding I	3
CAOT 9	Keyboarding Improvements	1
CAOT 30	Office Procedures	3
CAOT 33	Records Management and Filing	2
CAOT 34	Vocabulary	2
CAOT 61	Introduction to Office Machines	1
CAOT 86	Microcomputer Office Applications: Database	3
	Total	15

*SKILLS CERTIFICATE IN COMMUNICATION*

Course	Description	Units
CAOT 2	Computer Keyboarding II	3
CAOT 34	Business Terminology	2
CAOT 79	Microcomputer Office Applications: Word Processing (Advanced)	3
CAOT 86	Microcomputer Office Applications: Database	3
CAOT 88	Microcomputer Office Applications: Desktop Publishing	3
CAOT 110	Microcomputer Office Applications: Presentation Design	3
	Total	17

*SKILLS CERTIFICATE IN KEYBOARDING*

Course	Description	Units
CAOT 1	Computer Keyboarding I	3
CAOT 2	Computer Keyboarding II	3
CAOT 7	Machine Transcription	3
CAOT 9	Computer Keyboarding Improvement	1
CAOT 82	Microcomputer Software Survey in the Office	3
CAOT 79	Microcomputer Office Applications: Word Processing (Advanced)	3
	Total	16

*SKILLS CERTIFICATE IN LEGAL OFFICE ASSISTANT*

Course	Description	Units
Bus 5	Business Law I	3
CAOT 1	Computer Keyboarding I	3
CAOT 23	Legal Secretarial Procedures I	5
CAOT 30	Office Procedures	3
CAOT 84	Microcomputer Office Applications: Word Processing	3
	Total	17

*SKILLS CERTIFICATE IN MEDICAL OFFICE ASSISTANT*

Course	Description	Units
BIO 33	Medical Terminology	3
CAOT 9	Keyboarding Improvements	1
CAOT 21	Medical Secretarial Procedures I	5
with CAOT 64 or 185	Laboratory	1
CAOT 84	Microcomputer Office Applications: Word Processing	3
CAOT 86	Microcomputer Office Applications: Database	3
	Total	16

*SKILLS CERTIFICATE IN OFFICE AUTOMATION*

Course	Description	Units
CAOT 1	Computer Keyboarding I	3
or		
CAOT 2	Computer Keyboarding II	3
CAOT 64 or 185	Laboratory	1
CAOT 82	Microcomputer Software Survey in the Office	3
CAOT 79	Microcomputer Office Applications: Advanced Word Processing	3
CAOT 85	Microcomputer Office Applications: Spreadsheets	3
Choose one of the following:		
CAOT 86	Microcomputer Office Applications: Database	3
CAOT 88	Microcomputer Office Applications: Desktop Publishing	3
CAOT 110	Microcomputer Office Applications: Presentation Design	3
	Total	16

Some courses may not be offered every semester or year.

For information on Student Learning Outcomes for this program, go to  
<http://www.lahc.edu/slo/program.html>