Office Systems Specialist Associate in Arts Degree

This program is designed to provide up-to-date preparation in state-of-the-art automated office technology and office systems. Students who pursue this degree will gain a comprehensive knowledge and understanding of the current office environment.

Complete 14 Classes + Electives & GE with a total of 60 units:

FIRST SEMESTER
CAOT 031 - Business English (CSU) (3 units)
CAOT 035 - Concepts in Information Systems (UC) (CSU) (3 units)
CAOT 145 - ePortfolio (Advisory: CAOT 1) (CSU) (1 unit)

SECOND SEMESTER
CAOT 002 - Computer Keyboarding 2 (Advisory: CAOT 1) (CSU) (3 units)
CAOT 032 - Business Communications (Advisory: CAOT 1 and CAOT 31) (CSU) (3 units)
CAOT 092 - Computer Windows Applications (Advisory: CAOT 1) (CSU) (2 units)

THIRD SEMESTER
CAOT 084 - Microcomputer Office Applications: Word (Advisory: CAOT 1) (CSU) (3 units)
CAOT 085 - Microcomputer Office Applications: Excel (Advisory: CAOT 1) (CSU) (3 units)
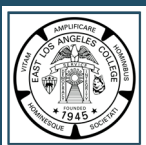CAOT 109 - Web Multimedia For The Office (CSU) (3 units)

FOURTH SEMESTER
CAOT 086 - Microcomputer Office Applications: Access (Advisory: CAOT 1) (CSU) (3 units)
CAOT 110 - Microcomputer Office Applications: PowerPoint (Advisory: CAOT 1) (CSU) (3 units)
CAOT 111 - Microcomputer Office Applications: Outlook (Advisory: CAOT 82) (CSU) (2 units)
CAOT 152 - Mobile Apps for Business (CSU) (3 units)
CAOT 153 - Social Media (CSU) (3 units)

Complete additional degree applicable units, if needed to reach 60 units.
Complete GE Requirement of 21 units (see a counselor for GE requirements).

Note: CAOT 35 (3 units) may be double counted in LACCD General Education area D2.
Note: An advisory course is a condition of enrollment that a student is advised (but not required) to meet before, or in conjunction with, enrollment in a course.