



# COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES DEPARTMENT

## CAOT PROGRAM



# Executive Assistant Associate in Arts Degree

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

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

### FIRST SEMESTER

- CAOT 002 - Computer Keyboarding 2 (Advisory: CAOT 1) (CSU) (3 units)
- CAOT 031 - Business English (CSU) (3 units)
- CAOT 035 - Concepts in Information Systems (UC) (CSU) (3 units)
- CAOT 092 - Computer Windows Applications (Advisory: CAOT 1) (CSU) (2 units)

### SECOND SEMESTER

- CAOT 033 - Records Management (3 units)
- CAOT 034 - Business Terminology (CSU) (2 units)
- CAOT 082 - Microcomputer Software Survey in the Office (Advisory: CAOT 1) (CSU) (3 units)

### THIRD SEMESTER

- CAOT 084 - Microcomputer Office Applications: Word (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 085 - Microcomputer Office Applications: Excel (Advisory: CAOT 1) (CSU) (3 units) OR CAOT 86 - Microcomputer Office Applications: Access (Advisory: CAOT 1) (CSU) (3 units)

### FOURTH SEMESTER

- CAOT 032 - Business Communications (Advisory: CAOT 1 and CAOT 31) (CSU) (3 units)
- CAOT 145 - ePortfolio (Advisory: CAOT 1) (CSU) (1 unit)
- 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.*



East Los Angeles College, 1301 Avenida Cesar Chavez, Monterey Park, CA 91754  
Vicky Chang Career & Technology | E7 Building, 4th Floor, Room-E7-411 or E7-420  
Call 323-415-5399 or E-mail [serransn@laccd.edu](mailto:serransn@laccd.edu)  
visit <http://elac.edu/Academics/Departments/CAOT>

