

# COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES DEPARTMENT

E7-431

(323) 265-8954

The Computer Applications and Office Technologies department has consistently made a valuable contribution in assisting students to meet their goals for entry-level employment or advancement in employment, college transfer, or personal enrichment in the office technologies field. As society and business rely more heavily on computers, new jobs and career opportunities in this area continue to expand. The employment outlook is excellent for persons who are well-qualified and up-to-date with the latest office technology. Salaries are excellent and tied to training and education.

The CAOT Department at ELAC offers degrees and certificates of achievement, including MOS and IC3 Certifications, which are designed to develop the knowledge, skills, and attitudes needed by workers in today's dynamic office environment. Students are taught in classrooms and labs that are up-to-date in technology and contemporary in appearance.

The CAOT Department has recently incorporated a new program in Logistics (goods movement). The rapid expansion of the global economy has made Logistics among the fastest-growing industries in Southern California. Two short skills certificates can be earned in this area: Technology and Logistics - Level 1 (11 units) and Technology and Logistics - Level 2 (17 units). The skills certificate courses emphasize the use of technology in the manufacturing, wholesale, retail, distribution and transportation industries as well as the global economy.

## SUBJECTS

- **Computer Applications and Office Technologies**
- **Logistics**

## FACULTY

Shibata, Elaine Y. - Chair

*Professor*

Baity, Brenda

*Professor*

Cross, Karen

*Assistant Professor*

Frise, Daniel

*Associate Professor*

Garcia, Dennis

*Instructor*

Hsiao, Rebecca

*Associate Professor*

Paredes, Gerri

*Professor*

## ADJUNCT FACULTY

Beaudine, Liz

De La Torre, Judy

Sakoda, Colleen

Shiota, Jean

Smith, Emanuel J.

Swicegood, Mark

Tan, Kary

Yu, Michael

Wyszpolski, Jon J.

## EDUCATIONAL PROGRAMS

### SKILLS CERTIFICATES:

- **Technology and Logistics Level 1**
- **Technology and Logistics Level 2**

### CERTIFICATES OF ACHIEVEMENT:

- **Administrative Assistant**
- **Clerical Assistant**
- **Customer Service Representative**
- **Executive Assistant**
- **Internet Specialist**
- **Legal Secretary**
- **Office Assistant**
- **Office Systems Specialist**
- **Transcriber**
- **Word Information Processor**

### ASSOCIATE DEGREE PROGRAMS:

- **Executive Assistant**
- **Legal Secretary**
- **Office Systems Specialist**

### TRANSFER NOTE:

Transfer students earn credit for CSULA's course CIS 100 (Business Computer Systems) by completing CAOT 35 (Concepts in Information Systems) + CAOT 82 (Microcomputer Software Survey in the Office).

## SKILLS CERTIFICATES

All courses must be completed with a grade of C or better.

### TECHNOLOGY AND LOGISTICS LEVEL I

SUBJECT & NO.	COURSE	UNITS
CAOT 82**	Microcomputer Software Survey in the Office . . . . .	.3
LOGTIC 101	Introduction to Logistics in the Nontraditional Office . . . . .	.1
LOGTIC 102	Business Terminology for Logistics. . . . .	.2
LOGTIC 103	Records Management for Logistics . . . . .	.2
MATH 105	Arithmetic . . . . .	.3
<b>OR</b>		
MATH 110*	Introduction to Algebraic Concepts . . . . .	.5
<b>OR</b>		
MATH 115*	Elementary Algebra . . . . .	.5
<b>OR</b>		
MATH 125*	Intermediate Algebra. . . . .	.5
<b>Total. . . . .</b>		<b>11-13</b>

\*This course has a prerequisite.

\*\*This course has an advisory course.

### TECHNOLOGY AND LOGISTICS LEVEL 2

This Skills Certificate is designed for students who want a fast-track course of study that will prepare them for a career

in the Logistics industry. Warehouse and distribution operations, flow of goods and documents, shipping and receiving concepts, communication skills, teamwork, customer service, applied math, warehousing software, bar codes, radio frequency identification, and data collection will be covered.

SUBJECT & NO.	COURSE	UNITS
CAOT 32**	Business Communications . . . . .	.3
CAOT 48	Customer Service . . . . .	.3
CAOT 82**	Microcomputer Software Survey in the Office . . . . .	.3
LOGTIC 101	Introduction to Logistics in the Nontraditional Office . . . . .	.1
LOGTIC 102	Business Terminology for Logistics. . . . .	.2
LOGTIC 103	Records Management for Logistics . . . . .	.2
MATH 105	Arithmetic . . . . .	.3
<b>OR</b>		
MATH 110*	Introduction to Algebraic Concepts . . . . .	.5
<b>OR</b>		
MATH 115*	Elementary Algebra . . . . .	.5
<b>OR</b>		
MATH 125*	Intermediate Algebra. . . . .	.5
<b>Total. . . . .</b>		<b>17-19</b>

\*This course has a prerequisite.

\*\*This course has an advisory course.



COMPUTER APPLICATIONS  
OFFICE TECHNOLOGIES

**CERTIFICATES OF ACHIEVEMENT**

All courses must be completed with a grade of C or better.

**ADMINISTRATIVE ASSISTANT**

This program is designed for students who want to work in an office and possess the skills necessary to assist managers in the daily operations of an office.

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	Computer Keyboarding II . . . . .	.3
CAOT 3**	Computer Keyboarding III. . . . .	.3
CAOT 7*	Machine Transcription. . . . .	.3
CAOT 31	Business English . . . . .	.3
CAOT 32**	Business Communications . . . . .	.3
CAOT 33	Records Management and Filing. . . . .	.2
CAOT 34	Business Terminology . . . . .	.2
CAOT 35	Concepts in Information Systems . . . . .	.3
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word) . . . . .	.3
CAOT 82**	Microcomputer Software Survey in the Office . . . . .	.3
CAOT 41**	Office Methods	
<b>OR</b>		
CAOT 941	Cooperative Education. . . . .	.4
CAOT 92**	Computer Windows Application. . . . .	.2
CAOT 97	Introduction to the Internet for CAOT. . . . .	.3
CAOT 110**	Microcomputer Office Applications: Presentation Design . . . . .	.3
CAOT 111**	Microcomputer Office Applications: Electronic Communications . . . . .	.2
<b>Total. . . . .</b>		<b>42</b>

\*This course has a prerequisite.

\*\*This course has an advisory course.

**CLERICAL ASSISTANT**

This program is designed for students who want a course of study that will enable them to enter the clerical job market in the shortest possible time.

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	Computer Keyboarding II . . . . .	.3
CAOT 3**	Computer Keyboarding III. . . . .	.3
CAOT 31	Business English . . . . .	.3
CAOT 33	Records Management and Filing. . . . .	.2
CAOT 34	Business Terminology . . . . .	.2
CAOT 35	Concepts in Information Systems . . . . .	.3
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word) . . . . .	.3
CAOT 92**	Computer Windows Application. . . . .	.2
CAOT 97	Introduction to the Internet for CAOT. . . . .	.3
CAOT 41**	Office Methods	
<b>OR</b>		
CAOT 941	Cooperative Education. . . . .	.4
<b>Total. . . . .</b>		<b>28</b>

\*\*This course has an advisory course.

**CUSTOMER SERVICE REPRESENTATIVE**

This Certificate of Achievement is designed for students who want a fast-track course of study that will enable them to enter the job market with customer service skills and with a raised awareness and a reference for information on how an organization can deliver service excellence.