



## Our Programs

---

Students who want a competitive edge in the job market turn to the Computer Applications and Office Technologies (CAOT) Department for its excellent degrees and certification programs.

### Associate of Arts Degrees

For the Computer Applications professional interested in Business Computer studies.

- Executive Assistant (64 units)
- Office Systems Specialist (60 units)

### Certificates of Achievement

Designed to prepare graduates for immediate employment in specific career areas.

- Administrative Assistant (30 units)
- Business Information Worker 1 (22 units)
- Business Information Worker 2 (18 units)
- Customer Service Representative (17 units)
- Executive Assistant (37 units)
- Microsoft Office Specialist (16 units)
- Office Assistant (16 units)
- Office Systems Specialist (38 units)

### Skills Certificates

The first step in a career ladder. Introduces students to one aspect of an occupation or profession.

- Social Media (9 units)



## Contact us

---

### Computer Applications & Office Technologies Department

East Los Angeles College  
Building: E7, Room: 411 or 420  
1301 Avenida Cesar Chavez,  
Monterey Park, CA 91754



(323) 415 5399  
serransn@elac.edu  
<http://elac.edu/Academics/Departments/CAOT>



ELAC

---

COMPUTER  
APPLICATIONS &  
OFFICE  
TECHNOLOGIES

Start Your Future In Computer  
Applications and Office  
Technologies Here...



## We Help You Succeed

---

Our courses prepare students with excellent skills for employment opportunities. Students can achieve proficiency in several dynamic areas of the job market such as the latest computer operating system, office productivity software, mobile application development, web development, computer concepts, social media, typing skills, business communication, and customer service. Increase your marketability and set yourself apart by bringing these high-level administrative skills to any career.

## Who Should Enroll?

---

Anyone who is looking for a career advancement or who is seeking employment in many career fields such as business, computer, education, engineering, financial, government, medical, technical, technology and many others.

Students will gain a solid foundation in the latest Microsoft's Windows and Microsoft Office software as well as strong computer skills, communication skills, mobile applications, and web literacy that will bring efficiency and productivity to many of these 21st century digital workplace.

## About CAOT

---

The Computer Applications and Office Technologies Department prepares students to use computer applications and business procedures to solve problems in contemporary business environments. Our courses are applicable in many career ladders including vocational training and career advancement. Several CAOT's certificates allow you to advance gradually, starting with **Skills Certificate**, then building to **Certificate of Achievement** and culminating in an **Associate of Arts Degree**.

## Our Vision

To lead in innovative, quality, and skill-driven instruction within a climate of constant technological change.

## Our Mission

Through cutting-edge and technology-based instruction, produce skilled professionals who add value to any business environment.

## Core Values

- Improve the quality of life for ELAC students through skill and career-driven education
- Earn student loyalty and trust
- Increase student success as the core of all CAOT decisions
- Seize opportunities that add value and support CAOT's primary mission
- Apply integrity, excellence and innovative curriculum and instruction
- Align with emerging technological trends
- Capitalize on industry and community partnerships that drive student success