
Computer Applications Specialist - Associate of Arts (AA) Degree

Major Units: 33 *Total Units: Minimum of 60*

(State Code: 08216; TOP Code: 051400; Academic Plan: C008216C)

The Computer Applications Specialist Associate of Arts degree prepares students for employment in business, government, and educational offices using computerized systems and procedures. Emphasis is placed on the development of skills in keyboarding, language and communication skills, and computer applications including word processing, spreadsheets, databases, and desktop publishing. Completion of the program enables students to qualify for intermediate office positions that require knowledge of a variety of computer applications.

PROGRAM STUDENT LEARNING OUTCOMES

1. Create a personal or business website containing hyperlinks, marquee, graphic hotspots, and tables.
2. Create and format a presentation with transitions, custom animations, graphics, video, and audio, using Microsoft PowerPoint.
3. Produce a business style report using a computer and Microsoft Word.
4. Type a business letter and an envelope from unformatted copy in the Block Style Letter format within 25 minutes time using Microsoft Word.
5. Utilize the Windows Security Center to protect a computer against computer security risks.

PROGRAM REQUIREMENTS

Requirements for the Computer Applications Specialist Associate of Arts degree may be met by completing: (a) 33 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES (33 UNITS)

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| CAOT 001 | COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I | 3 |
| CAOT 082 | MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE | 3 |
| CAOT 031 | BUSINESS ENGLISH | 3 |
| CAOT 002 | COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II | 3 |
| CAOT 084 | MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING | 3 |
| CAOT 098 | MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY | 3 |
| CAOT 112 | MICROCOMPUTER OFFICE APPLICATIONS: WEB PAGE DESIGN | 3 |
| CAOT 032 | BUSINESS COMMUNICATIONS | 3 |
| CAOT 085 | MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET | 3 |
| CAOT 088 | MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING | 3 |
| CAOT 079 | WORD PROCESSING APPLICATIONS | 3 |