

Program:	Computer Applications Specialist - Associate in Arts (AA)
Meta-major:	Business, Entrepreneurship, & Law

Fall Year 1	Winter Year 1	Spring Year 1	Summer Year 1	Fall Year 2	Winter Year 2	Spring Year 2
CAOT 001 COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I 3 units	To reduce units in primary terms, it is suggested to take a GE course (3 units)	CAOT 002 COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II <i>Prerequisite: CAOT 001</i> 3 units	To reduce units in primary terms, it is suggested to take a GE course (3 units)	CAOT 112 MICROCOMPUTER OFFICE APPLICATIONS: WEB PAGE DESIGN 3 units	To reduce units in primary terms, it is suggested to take a GE course (3 units)	CAOT 085 MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET 3 units
CAOT 082 MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE 3 units		CAOT 084 MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING <i>Advisories: ESL 005A, CAOT 001</i> 3 units		CAOT 032 BUSINESS COMMUNICATIONS <i>Prerequisite: ENGLISH 101 or CAOT 031; Advisory: CAOT 001</i> 3 units		CAOT 088 MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING 3 units
CAOT 031 BUSINESS ENGLISH 3 units		CAOT 098 MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY 3 units		*Area A: Natural Sciences Choose any 3 - 5 units		CAOT 079 WORD PROCESSING APPLICATIONS <i>Prerequisites: CAOT 084 and CAOT 031, or CAOT 082 and CAOT 084</i> 3 units
Area D2: Communication and Analytical Thinking <i>Suggested: MATH 125 INTERMEDIATE ALGEBRA</i> <i>Prerequisite: MATH 115</i> or Any equivalent or higher level MATH course 5 units recommended (3 - 6 units)		Area D1: English Composition ENGLISH 101 COLLEGE READING AND COMPOSITION I <i>Prerequisite: ENGLISH 028 or ESL 008 or Placement by multiple measures; Advisory: ENGLISH 108</i> 3 units		*Area B1: American Institutions Choose any 3 units		*Area E1: Health Education <i>Suggested: HEALTH 002 HEALTH AND FITNESS</i> 3 units
		*Area C: Humanities <i>Suggested: Any language</i> 3 - 5 units		*Area B2: Social and Behavioral Sciences <i>Suggested: BUS 001 INTRODUCTION TO BUSINESS</i> <i>(Advisories: ENGLISH 028 AND ENGLISH 067)</i> or LAW 003 CIVIL RIGHTS AND THE LAW or PSYCH 001 GENERAL PSYCHOLOGY I <i>(Advisories: ENGLISH 028 AND ENGLISH 067)</i> 3 units		*Area E2: Physical Education Activity Choose any Only if not satisfied in Area E1 1 unit
						*Choose additional course(s) if needed to reach 60 units See listing of Full CSU GE or IGETC for suggestions 1 - 6 units
Semester Units:	14	15 to 17		15 to 17		As needed to reach at least 60 total units

*For the complete list of LACC General Education requirements, see the LACC Catalog, p.72. Area D1: English Composition (English 101) and Area D2: Communication and Analytical Thinking should be taken within the first year. All other GE courses can be taken in any semester. If appropriate, English and Math can be taken in the same semester.
Students who feel they need additional support in order to be successful in English and math should see a counselor for information about support courses, tutoring services, and boot camps.
**If student passes into CAOT 002 without taking CAOT 001, they must substitute another CAOT course or similar for 3 additional units.

Major Units:	33
General Education (GE) Units (21 unit minimum):	21 to 29
Additional Units:	0 to 6
Total Units (60 unit minimum):	60 to 62



ADDITIONAL COURSES FOR FULL CSU GE OR IGETC
Area 1B: Critical Thinking/English Composition 3 units
Area 1C: Oral Communication (CSU only) 3 units
Area 3: Arts and Humanities (IGETC only) 3 units
Area 4: Social and Behavioral Sciences Suggested: Group 1 or 2 American Institutions 3 units
Area 5A: Physical Science or 5B: Biological Science 3 - 5 units
Area 6: Language Other Than English (UC only) 4 - 5 units