



Program:	Administrative Office Assistant - 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 003 COMPUTER KEYBOARDING III <i>Prerequisites: CAOT 002 and CAOT 084</i> 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 and CAOT 001</i> 3 units		CAOT 043 OFFICE PROCEDURES <i>Prerequisites: CAOT 031 and CAOT 001</i> 3 units		CAOT 088 MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING 3 units
CAOT 098 MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY 3 units		CIS 126 (formerly CO SCI 151) ADOBE DREAMWEAVER 3 units		CAOT 032 BUSINESS COMMUNICATIONS <i>Prerequisite: ENGLISH 101 or CAOT 031</i> <i>Advisory: CAOT 001</i> 3 units		CAOT 079 WORD PROCESSING APPLICATIONS <i>Prerequisites: CAOT 084 and CAOT 031, or CAOT 082 and CAOT 084</i> or CAOT 112 MICROCOMPUTER OFFICE APPLICATIONS: WEB PAGE DESIGN 3 units
CAOT 031 BUSINESS ENGLISH 3 units		Area D1: English Composition ENGLISH 101 COLLEGE READING AND COMPOSITION I <i>Prerequisite: ENGLISH 028 or ESL 008 or Placement by multiple measures;</i> <i>Advisory: ENGLISH 108</i> 3 units		*Area A: Natural Sciences Choose any 3 - 5 units		*Area C: Humanities <i>Suggested: Any language</i> 3 - 5 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 3 - 6 units		*Area E1: Health Education <i>Suggested: HEALTH 002 HEALTH AND FITNESS</i> 3 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 <i>Only if not satisfied in Area E1</i> 1 unit
						*Area B1: American Institutions Choose any 3 units
Semester Units:	15 to 18	15		15 to 17		15 to 18

*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:	39
General Education (GE) Units (21 unit minimum):	21 to 29
Additional Units:	0 to 3
Total Units (60 unit minimum):	60 to 65