WHAT IS CAOT?

Computer Applications & Office Technology is the study of the various computer programs often used in office settings, this includes word processors, web browsers, transcriptions programs, spreadsheets, database application software, etc. It also focuses on the various business and office practices, depending on the setting.

INTERESTS
(THINGS YOU LIKE TO DO)

- Working with computers and other office technology
- Organizing data & files
- Working with data
- Helping people
- Starting and carrying out projects
- Preparing presenations and sharing information
- Working with deadlines

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SKILLS
(THINGS YOU WILL LEARN & USE)

- Leadership
- Teamwork
- Anticipates needs
- Attention to detail
- Adaptability
- Organization
- Written and oral Communication
- Knowledge of different computer systems and office software programs

LAVC DEGREES & CERTIFICATES OFFERED

Computer Applications & Office Technology majors are housed under the Computer Science and Information Systems (CSIS) Department at Los Angeles Valley College. The CSIS Department offers exceptional learning opportunities in computer science, computer applications, computer information systems, and office technologies. LAVC offers the following degrees and certificates:

- **Associate of Arts (AA) in Administrative Assistant**
- **Associate of Arts (AA) in Computer Applications Specialist**
- **Certificate of Achievement in Adminstrative Assistant**
- **Certificate of Achievement in Computer Applications Specialist**

TRANSFER RELATED MAJORS

CSU Dominguez Hills: Computer Technology-option in Professional or Homeland Security
Chico State: Computer Information Systems
Fresno State: Business Administration-option in Computer Information Systems
CSU Los Angeles: Computer Information Systems-option in Information Technology or Business Systems
CSU Northridge: Information Systems-option in Computer Information Technology
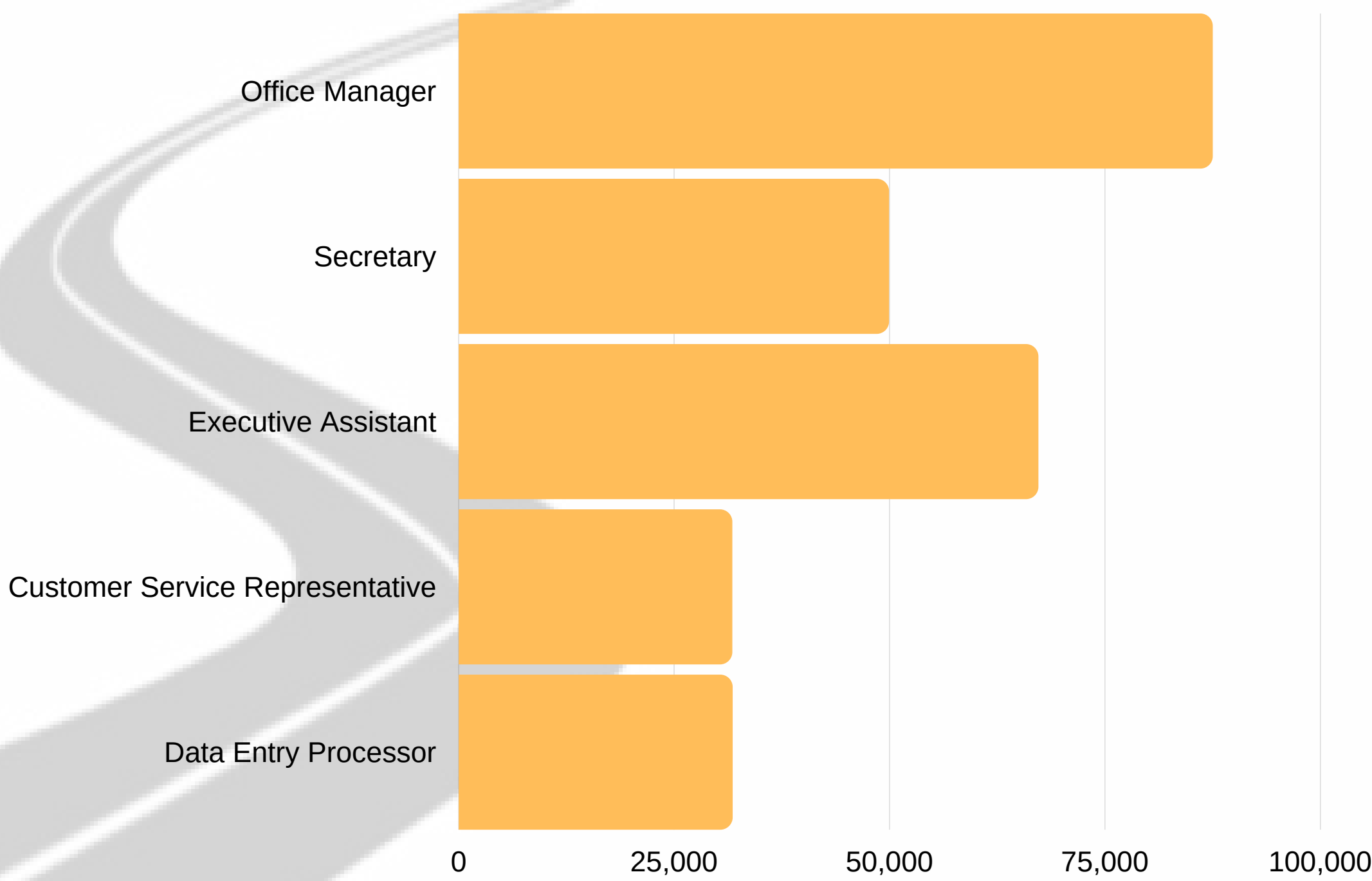**CSU Pomona:** Business Administration-option in Computer Information Systems
CSU San Marcos: Computer Science-option in Computer Information Systems
Loyola Marymount University: Applied Information Management Systems

EARNINGS*

Office Manager
Secretary
Executive Assistant
Customer Service Representative
Data Entry Processor

0   25,000   50,000   75,000   100,000

Earnings can vary by occupation and experience. The following are median wages as of 2018 in California based on CaliforniaCareerZone.org

FOR MORE INFORMATION

www.lavc.edu/transfer
https://www.lavc.edu/csis/home.aspx
http://www.lavc.edu/transfer/majors/default.html
www.assist.org
www.eureka.org
www.cacareerzone.org
www.onetonline.org
http://degrees.calstate.edu/
https://admission.universityofcalifornia.edu/counselors/files/undergraduate_majors_list.pdf

RELATED OCCUPATIONS

- Office manager
- Secretary
- Executive assistant
- Customer service representative
- Database administrator
- Data entry processor
- Office processor
- Computer programmer
- Applications developer

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POTENTIAL EMPLOYERS

- Business offices
- Medical offices
- Law firms
- Government agencies
- Schools

This general information is provided by the LAVC Career/Transfer Center. For specific information about majors and careers please make an appointment to see a counselor either online, in person at the Counseling Department (Student Services Annex) or by phone at (818) 947-2474.