ADMINISTRATIVE ASSISTANT

Curriculum Guide for Academic Year 2013-2014

Table of Contents

Students planning to **transfer** to a four-year college or university should refer to the ASSIST web site at www.assist.org and **consult a counselor** before beginning a program of study. Please call (562)938-4561 (LAC) or (562) 938-3920 (PCC) to schedule a counseling appointment. Students may also wish to visit the Transfer Center on either campus.

Program of study leading to:
Associate in Science (A.S.) Degree

REQUIRED CORE COURSEWORK:		UNITS	In Progress	Completed Grade
BCOM 15 **OR**	Business Communications **OR**	3 **OR**		
† BCOM 20	Business Writing	3		
BCOM 216	Proofreading Skills	1		
BCOM 260	Business Telephone Procedures	1		
BCOM 262	Soft Skills for the Workplace	1		
COSA 5	Microsoft Windows Operating System	3		
COSA 10	Microsoft Word for Windows	4		
COSA 15	Microsoft Excel for Windows	4		
COSA 30	Introduction to Computers	3		
COSA 45	Introduction to the Internet	2		
COSA 214	Records Management and Filing	2		
COSA 215	Microsoft Outlook for Windows	3		
COSK 200 **OR**	Beginning Keyboarding & Document Prod. **OR**	3 **OR**		
COSK 233	Computer Keyboarding Skills	1		
	Subtotal Units	**28-30**		

Associate Degree requirements continue on the following page.

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Page 1 of 6
Published: 4/22/13

Associate Degree requirements continued from the previous page.

IN ADDITION, complete ONE of the following tracks:

GENERAL ADMINISTRATIVE ASSISTANT TRACK
Complete ONE course from the list below:

ACCTG 200A	Introduction to Accounting	3		
BCOM 222	Job Search Skills	3		
BCOM 261	Business English	3		
BCOM 263	Customer Service	3		
COSA 20	Microsoft PowerPoint for Windows	3		
COSA 25	Microsoft Access for Windows	4		
COSA 35	Microsoft Office	4		
COSA 40	Microsoft Office Advanced	4		
COSA 50	Introduction to IT Concepts & Applications	4		
COSK 202	Advanced Keyboarding & Document Production	3		
COSK 209	Speed/Accuracy Building for Typists	1		
	Subtotal Units	**1-4**		
	TOTAL	**29-34**		

LEGAL ADMINISTRATIVE ASSISTANT TRACK

BCOM 223	Law Office Procedure – Litigation	3		
BCOM 224	Law Office Procedures	3		
	Subtotal Units	**6**		
	TOTAL	**34-36**		

MEDICAL ADMINISTRATIVE ASSISTANT TRACK

AH 60	Medical Terminology	3		
MA 290	Basic Medical Insurance Billing	3		
	Subtotal Units	**6**		
	TOTAL	**34-36**		

IN ADDITION, complete the following required competency:
All tracks require a typing certificate of 45 WPM for 5 minutes with 5 or fewer errors.

For graduation with an **Associate in Science (A.S.) Degree with a major in Administrative Assistant:**
1. **Minimum Unit Requirements: §**Any course that appears on a curriculum guide and the General Education Pattern (Plan A) may fulfill both major and general education requirements (Approved by College Curriculum Committee Spring 2012). For this degree, complete a minimum of 60 units in courses numbered 1-599. Please note that additional elective units may be required to meet this minimum based upon courses selected to fulfill General Education for the Associate Degree.

General Administrative Assistant Track	29-34 Units
General Education **§**	19 Units
Legal Administrative Assistant Track	34-36 Units
General Education **§**	19 Units
Medical Administrative Assistant Track	34-36 Units
General Education **§**	19 Units

2. **Scholarship:** Maintain an **overall grade point average (GPA) of 2.0** ("C" average) based on all accredited college work applied to the degree, no matter where completed. For this **field of concentration, complete each course above** with a **grade of "C" or better**, or "P" if course is graded on a P/NP basis.
3. **Residence for the Degree:** Complete at least 30 units of the required 60 in residence at LBCC, or complete in residence at LBCC at least 20 units within the last 30 units of work applied to the degree.
4. **Residence for the Field of Concentration**: Complete fifty percent (50%) or more of the unit requirements for this field of concentration in residence; this means at **least 14.5–17 units** of the required 29-34 units for the **General Administrative Assistant Track**; or at **least 17-18 units** of the required 34-36 units for the **Legal Administrative Assistant Track**; or at **least 17-18** of the required 34-36 units **Medical Administrative Assistant Track** must be **completed at Long Beach City College**. Credit earned by exam, where applicable, may be included.

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Page 2 of 6
Published: 4/22/13

5. **General Education and Proficiency Requirements:** Complete the required A.A./A.S. General Education and Proficiency requirements*, otherwise known as "Plan A". For Plan A requirements, refer to the general catalog or view it online at http://osca.lbcc.edu .
6. Complete and submit the degree application form to the Admissions and Records office during your final semester of course work. These forms are available in the Admissions and Records office, or online at http://admissions.lbcc.edu/ . Refer to the Schedule of Classes (http://schedule.lbcc.edu) and click the "Important Dates" link to view the actual deadline for each semester.

*The requirements for general education/proficiency and the field of concentration (major) need to be from the same catalog year. This catalog year may be any year between the years of initial enrollment to the present, provided continuous enrollment is maintained throughout. See the catalog for definition of "continuous enrollment".

Program of study leading to:
Certificate of Achievement

REQUIRED COURSES—Complete the units of required courses as listed in the Associate Degree requirements box.

General Administrative Assistant Track TOTAL UNITS	29-34	
Legal Administrative Assistant Track TOTAL UNITS	34-36	
Medical Administrative Assistant Track TOTAL UNITS	34-36	

For graduation with a **Administrative Assistant Certificate of Achievement:**
1. Complete each of the **REQUIRED COURSES** listed above with a **minimum grade of** "**C**".
2. Complete fifty percent (50%) or more of the unit requirements for this field of concentration in residence; this means, for the **General Administrative Assistant Track,** complete at least **14.5-17** of the required 31-34 units; or for the **Legal Administrative Assistant Track,** complete at least **17-18** of the required 34-36 units; or for the **Medical Administrative Assistant,** complete at least **17-18** of the required 34-36 units at **Long Beach City College.** Credit earned by exam, where applicable, may be included.
3. Complete and submit the certificate application form to the Admissions and Records office during your final semester of course work. These forms are available in the Admissions and Records office, or online at http://admissions.lbcc.edu/ . Refer to the Schedule of Classes (http://schedule.lbcc.edu) and click the "Important Dates" link to view the actual deadline for each semester.

Program of study leading to:
Certificates of Accomplishment

Certificate: Basic Information Manager 4069

REQUIRED COURSES		UNITS	In Progress	Completed Grade
COSA 215	Microsoft Outlook for Windows	3		
BCOM 15 **OR**	Business Communications **OR**	3 **OR**		
† BCOM 20	Business Writing	3		
	TOTAL UNITS	**6**		

Additional Requirements: Minimum GPA of 3.0 or higher in certificate courses.

Certificate: Basic Business Communications 4070

REQUIRED COURSES		UNITS	In Progress	Completed Grade
BCOM 15 **OR**	Business Communications **OR**	3 **OR**		
† BCOM 20	Business Writing	3		
BCOM 261	Business English	3		
BCOM 262	Soft Skills for the Workplace	1		
	TOTAL UNITS	**7**		

Certificate of Accomplishment requirements continue on the following page.

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Page 3 of 6
Published: 4/22/13

Certificate of Accomplishment requirements continued from the previous page.

Certificate: Basic Data Entry 4071

REQUIRED COURSES		UNITS	In Progress	Completed Grade
COSA 25	Microsoft Access for Windows	4		
COSK 250A	Data Entry – Level 1	2.5		
COSK 250B	Data Entry – Level 2	2.5		
COSK 209	Speed and Accuracy Building for Typist	1		
COSK 233	Computer Keyboarding Skills	1		
	TOTAL UNITS	**11**		

Additional Requirements: Typing Certificate of 40 WPM for 5 minutes with 5 or fewer errors. Data entry certificate of 9000 KPH and 98% accuracy on a 5 minute test completed in the previous 12 months. Minimum GPA of 3.0 or higher in certificate courses.

Certificate: Basic Computer & Office Skills 4074

REQUIRED COURSES		UNITS	In Progress	Completed Grade
COSA 5	Microsoft Windows Operating System	3		
COSA 30	Introduction to Computers	3		
COSA 214	Records Management and Filing	2		
BCOM 260	Business Telephone Procedures	1		
COSK 200	Beg. Keyboarding and Document Prod.	3		
	TOTAL UNITS	**12**		

Additional Requirements: Typing certificate of 25 WPM for 5 minutes with 5 or fewer errors completed in the previous 12 months.

Certificate: Basic Word Processing 4076

	REQUIRED COURSES		UNITS	In Progress	Completed Grade
	COSA 10	Microsoft Word for Windows	4		
	BCOM 15 **OR**	Business Communications **OR**	3 **OR**		
†	BCOM 20	Business Writing	3		
		TOTAL UNITS	**7**		

Additional Requirements: Minimum GPA of 3.0 or higher in certificate courses

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Certificate: Microsoft Office 4077

REQUIRED COURSES		UNITS	In Progress	Completed Grade
COSA 35	Microsoft Office	4		
COSA 40	Microsoft Office – Advanced	4		
	TOTAL UNITS	**8**		

Additional Requirements: Minimum GPA of 3.0 or higher in certificate courses

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Certificate: Basic Spreadsheets 4079

	REQUIRED COURSES		UNITS	In Progress	Completed Grade
	COSA 15	Microsoft Excel for Windows	4		
	BCOM 15 **OR**	Business Communications **OR**	3 **OR**		
†	BCOM 20	Business Writing	3		
		TOTAL UNITS	**7**		

Additional Requirements: Minimum GPA of 3.0 or higher in certificate courses

Certificate of Accomplishment requirements continue on the following page

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Page 4 of 6
Published: 4/22/13

Certificate of Accomplishment requirements continued from the previous page.

Certificate: Basic Databases 4080

REQUIRED COURSES		UNITS	In Progress	Completed Grade
COSA 25	Microsoft Access for Windows	4		
BCOM 15 **OR**	Business Communications **OR**	3 **OR**		
† BCOM 20	Business Writing	3		
	TOTAL UNITS	**7**		

Additional Requirements: Minimum GPA of 3.0 or higher in certificate courses

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Certificate: Basic Computing & Internet Literacy 4095

REQUIRED COURSES		UNITS	In Progress	Completed Grade
COSA 30	Introduction to Computers	3		
COSA 35	Microsoft Office	4		
COSA 45	Introduction to the Internet	2		
	TOTAL UNITS	**9**		

Additional Requirements: Minimum GPA of 3.0 or higher in certificate courses

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Certificate: Information Security 4106

REQUIRED COURSES		UNITS	In Progress	Completed Grade
COSN 10	Networking Fundamentals	4		
COSS 270	Information Security Fundamentals	1		
COSS 271	Network Security Fundamentals	3		
COSS 272	Forensics Digital Analysis and Validation	4		
COSS 273	Computer Forensics and Analysis	4		
	TOTAL UNITS	**16**		

Certificate: Basic Presentations 4110

REQUIRED COURSES		UNITS	In Progress	Completed Grade
COSA 20	Microsoft PowerPoint for Windows	3		
BCOM 15 **OR**	Business Communications **OR**	3 **OR**		
† BCOM 20	Business Writing	3		
	TOTAL UNITS	**6**		

*Additional Requirements***:** Minimum GPA of 3.0 or higher in certificate courses

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Certificate: Computer Technician A+ 4126

REQUIRED COURSES		UNITS	In Progress	Completed Grade
COSN 3	Operating Systems: Software and Hardware	4		
COSN 5	Computer Technician Hardware Basics	4		
	TOTAL UNITS	**8**		

Certificate: Business Digital Literacy 4130

REQUIRED COURSES		UNITS	In Progress	Completed Grade
COSA 1 **OR**	Computer Information Competency **OR**	1 **OR**		
COSA 30 **OR**	Introduction to Computers **OR**	3 **OR**		
COSA 50	Intro to IT Concepts & Applications	4		
	TOTAL UNITS	**1-4**		

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Page 5 of 6
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2. Fifty percent (50%) or more of the required units must be completed in residence at LBCC.

Complete and submit the certificate application form to the Admissions and Records office during your final semester of course work. These forms are available in the Admissions and Records office, or online at http://admissions.lbcc.edu.

Career Opportunities

This **Associate Degree or Certificate of Achievement** is a two-year program leading to the Associate in Science (A.S.) degree. It is designed to prepare students for employment in a variety of office-related fields. In addition to the general Administrative Assistant track, students wishing to work in a *medical* or *legal* office should pursue the corresponding tracks listed below. Students desiring a bachelor's degree (transfer program) should meet with a counselor to discuss transferability of courses

Program Mission and Outcomes

Prepare students for careers as Administrative Assistants and enhance skills for those who are currently employed in that area.

Outcomes:

*   Create a variety of documents using Office Suite Software.

*   Demonstrate and apply effective written, oral, and nonverbal communication techniques to a variety of organizational situations

Legend

† This course has a prerequisite. Prerequisite courses must be complete with at least a "C" or "P" grade. Refer to the General Catalog (http://www.lbcc.edu/cat/index.html), the Schedule of Classes (http://schedule.lbcc.edu/), or the online Credit Course Outline (http://wdb-asir.lbcc.edu/coursecurriculum/coursedetails/) for specific prerequisite information.