

BUSINESS INFORMATION PROFESSIONAL

Curriculum Guide for Academic Year 2016-2017

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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

<u>COMPUTER TECHNOLOGY REQUIRED COURSES</u>		<u>UNITS</u>	<u>In Progress</u>	<u>Completed Grade</u>
BCOM 15	Business Communications	3		
BCOM 263	Customer Service	3		
COSA 5	Microsoft Windows Operating Systems	3		
COSA 10	Microsoft Word for Windows	4		
COSA 15	Microsoft Excel for Windows	4		
COSA 50	Introduction to IT Concepts and Applications	4		
COSA 215	Microsoft Outlook for Windows	3		
COSK 200	Beginning Keyboarding and Document Production	3		
TOTAL		27		

For graduation with an **Associate in Science (A.S.) Degree with a major in BUSINESS PROFESSIONAL SPECIALIST**:

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.

Computer Technology Major	27 Units
General Education/ A.S. §	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 on a P/NP basis.
3. **Residence for the Degree:** Complete at least 12 semester units of the required 60 semester units in residence at Long Beach City College in order for the college to grant an Associate of Arts and/or an Associate of Science 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 18.5 units** of the required 27 units must be **completed at Long Beach City College**. Credit earned by exam, where applicable, may be included.
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. **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>.
7. 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.

Associate Degree requirements continue on following page.

Associate Degree requirements continued from previous page.

*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 throughout. See the catalog for definition of "continuous enrollment".

Program of study leading to:
Certificate of Achievement

REQUIRED COURSES—Complete the 27 units of required courses as listed in the Associate Degree requirements box.

TOTAL UNITS 27

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For graduation with a **Computer Networking 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 at **least 13.5 units** of the required 27 be **completed 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.

Career Opportunities

This **Associate Degree** is a two-year program leading to the Associate in Science (A.S.) degree. Designed to prepare students for a wide variety of office positions in the Hospitality and Tourism, Retail, Health Care Services, Financial Services and Real Estate, and Business Services Industries.

Program Mission and Outcomes

The mission of the Business Information Professional program is to prepare students for careers as business professionals and enhance skills for those who currently employed in the industry.

Outcomes:

- Create a variety of business documents using business applications software packages.
- Demonstrate effective writing and oral communication skills.

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/course/details/>) for specific prerequisite information.