ADMINISTRATIVE ASSISTANT

LONG BEACH CITY COLLEGE
Curriculum Guide for Academic Year 2009-2010
Certificate of Achievement and/or Associate in Arts Degree or Certificate of Accomplishment

ALL INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE WITHOUT NOTICE.

For possible updates to this guide please refer to the following website: http://osca.lbcc.edu

CAREER OPPORTUNITIES

Students develop computer and interpersonal skills for an intermediate-level administrative assistant position: composing correspondence; compiling financial reports; coordinating workflow, appointments, and confidential data.

This Certificate of Achievement prepares students for an intermediate-level position in a variety of office settings and serves as a foundation for specialization.

This Associate degree prepares students for career advancement once a certificate has been earned.

DEPARTMENT ADMISSION REQUIREMENTS

None. For more information regarding courses, call (562) 938-3033.

REQUIRED COURSES		UNITS	In Progress	Completed Grade
CAOTC 31A	Microsoft Windows Operating System, Beginning (F, SP, S)	1		
CAOTC 39C, D	Word for Windows, Levels 3, 4 (F, SP, S)	1:1		
CAOTC 41F	Excel for Windows - Intermediate (F, SP, S)	1		
CAOTC 44D	PowerPoint for Windows, Beginning (F, SP, S)	1		
CAOTC 45	Internet for Office and Personal Use (F, SP, S)	2		
CAOTC 47A	Access for Windows, Beginning (F, SP, S)	3		
CAOTC 215A	Microsoft Outlook for Windows (F, SP)	2		
CAOTC 246	Financial Applications (F, SP)	3		
CAOTO 15	Business Communications (F, SP, S)	3		
CAOTO 214A	Filing 1 (F, SP, S)	1		
CAOTO 216	Proofreading Skills (F, SP, S)	1		
CAOTO 260	Business Telephone Procedures (F, SP, S)	1		
CAOTO 261	Business English (F, SP, S)	3		
CAOTO 263	Customer Service (F, SP, S)	1		
CAOTO 272AD	Work Experience - Computer App & Office Tech (F, SP)	3		
CAOTT 201	Intermediate Typing/Keyboarding (F, SP)	2		
Subtotal Units		**30**		

REQUIRED COMPETENCIES:	Typing certificate of at least 45 words per minute for 5 minutes with 5 or fewer errors by the end of the program.
	Business calculating machines certificate of at least 170 keystrokes per minute for 5 minutes with 5 or fewer errors by the end of the program.

ELECTIVES
Select any *THREE* **(3) units from the following:**

Course	Title	UNITS	In Progress	Completed Grade
CAOTC 31B	Microsoft Windows Operating System, Advanced (F, SP, S)	1		
CAOTC 34	Introduction to Computers & Applications (F, SP, S)	3		
CAOTC 35	Microsoft Office-Specialist (F, SP, S)	3		
CAOTC 39A, B	Word for Windows, Levels 1, 2 (F, SP, S)	1:1		
CAOTC 41E, J	Excel for Windows, Levels 1, 3 (F, SP, S)	1:1		
CAOTC 42A, B	Publisher for Windows, Levels 1, 2 (F, SP, S)	1:1		
CAOTC 44E	PowerPoint for Windows, Advanced (F, SP, S)	1		
CAOTC 47B	Access for Windows, Advanced (F, SP)	3		
CAOTC 211	OpenOffice.org (F, SP, S)	1		
CAOTC 215B	Electronic Records Management (F, SP)	2		
CAOTC 230	Adobe Acrobat for the Office (F, SP, S)	3		
CAOTC 235	Microsoft Office-Expert (F, S)	3		
CAOTC 265	Computer Transcription (F, SP, S)	2		
CAOTO 30	Business Calculating Machines (F, SP, S)	2		
CAOTO 222	Job Search Skills (F, SP)	3		
CAOTO 262	Soft Skills for the Workplace (F, SP, S)	1		
CAOTO 264	Call Centers (F, SP, S)	1		
CAOTO 265	Customer Conflict Management (F, SP, S)	1		
CAOTO 272AD	Work Experience - Computer & Office Tech (F, SP)	3		
CAOTT 209AB	Speed/Accuracy Bldg for Typists (F, SP, S)	1:1		
Subtotal Units		**3**		
TOTAL UNITS		**33**		

LEGEND

(F = Fall) (SP = Spring) (S = Summer) (INF = Infrequently) = Represents general frequency of course offering

---

GRADUATION REQUIREMENTS

For **CERTIFICATE OF ACHIEVEMENT:**
This certificate is a one- to two-year program to develop skills for employment. Complete the required units with a minimum grade of "C" in each course. At least 50 percent of the unit requirements for this certificate must be completed at Long Beach City College (credit earned by exam, where applicable, may be included).

For **ASSOCIATE DEGREE:**
The Associate degree is a two-year college degree awarded by Long Beach City College that includes general education courses and a field of concentration (major). In addition to the Certificate of Achievement requirements, complete the Associate degree requirements specified in the catalog. You must use the requirements for general education/proficiency and the certificate of achievement from the same catalog year. This catalog year may be any year between the year of initial enrollment to the present, provided continuous enrollment is maintained throughout (see the catalog for definition of "continuous enrollment"). At least 50 percent of the unit requirements for this field of concentration must be completed at Long Beach City College (credit earned by exam, where applicable, may be included).

In general, "double-counting" is not allowed. That is, one course may not be used to fulfill both a field of concentration requirement and a general education requirement.

NOTE: To receive a certificate or degree, you must submit completed application forms in the Admissions and Records Office during your final semester of course work.

SUGGESTED SEQUENCE OF COURSES

This is not an educational plan, as course offerings, student schedules, and circumstances vary. Students must meet all the prerequisites in order to be eligible for the sequence of courses.

A suggested full-time sample sequence of courses for the required 60 units to complete an Associate degree includes:

First Semester

CAOTC 31A	1	Unit
° CAOTC 39A (CAOT Elective)	1	
CAOTO 260	1	
CAOTO 261	3	
▲ CAOTT 200 or 200A, B, C	3	
General Education Course	3-5	
General Education Course	3	
Semester Total	**15-17**	**Units**

Second Semester

° CAOTC 39B (CAOT Elective)	1	Unit
° CAOTC 41E (CAOT Elective)	1	
CAOTC 45	2	
CAOTO 214A	1	
CAOTT 201	2	
CAOT Elective	0-1	
General Education Course	3-5	
General Education Course	3-4	
Semester Total	**13-16**	**Units**

Third Semester

CAOTC 39C, D	2	Units
CAOTC 41F	1	
CAOTC 44D	1	
CAOTC 215A	2	
CAOTO 15	3	
CAOTO 216	1	
General Education Course	3	
General Education Course	2-4	
Semester Total	**15-17**	**Units**

Fourth Semester

CAOTC 47A	3	Units
CAOTC 246	3	
CAOTO 263	1	
CAOTO 272AD	3	
CAOT Elective(s)	0-3	
General Education Course	3-4	
General Education Course	3	
Semester Total	**16-17**	**Units**

LEGEND

° **Course meets CAOT elective requirement for the certificate of achievement and is recommended as preparation for the next-level course.**

▲ **Course is not required for the certificate of achievement but is recommended as preparation for the next-level course.**

CERTIFICATES OF ACCOMPLISHMENT

FOR OFFICE USE ONLY: 4070

Name of Certificate: Basic Business Communications

REQUIRED COURSES		UNITS	In Progress	Completed Grade
CAOTC 39A	Word for Windows, Beginning (F, SP, S)	1		
CAOTC 44D	PowerPoint for Windows, Beginning (F, SP, S)	1		
CAOTO 15	Business Communications (F, SP, S)	3		
CAOTO 261	Business English (F, SP, S)	3		
CAOTO 262	Soft Skills for the Workplace (F, SP, S)	1		
TOTAL UNITS		**9**		

Name of Certificate: Basic Computing and Internet Literacy

REQUIRED COURSES		UNITS	In Progress	Completed Grade
CAOTC 34	Introduction to Computers & Applications (F, SP, S)	3		
CAOTC 35	Microsoft Office-Specialist (F, SP)	3		
CAOTC 45	Internet for Office and Personal Use (F, SP, S)	2		
OR				
CBIS 6A	Intro to IT Concepts & Applications (F, SP, S)	4		
CBIS 6B	Intermediate Business Applications (F, SP, S)	3		
CBIS 206A	Internet Basics (F, SP, S)	1		
TOTAL UNITS		**8**		

ADDITIONAL REQUIREMENTS	2.5 minimum GPA in courses for this certificate. Completion of certificate courses must be completed within three semesters.

Name of Certificate: Microsoft Office

REQUIRED COURSE		UNITS	In Progress	Completed Grade
CAOTC 35	Microsoft Office-Specialist (F, SP)	3		
CAOTC 235	Microsoft Office-Expert (F, S)	3		
TOTAL UNITS		**6**		

Name of Certificate: Basic Office Skills

REQUIRED COURSES		UNITS	In Progress	Completed Grade
CAOTC 39A	Word for Windows, Beginning (F, SP, S)	1		
CAOTC 45	Internet for Office and Personal Use (F, SP, S)	2		
CAOTO 214A	Filing 1 (F, SP, S)	1		
CAOTO 260	Business Telephone Procedures (F, SP, S)	1		
AND EITHER BOTH OF THESE COURSES				
CAOTT 200A	Beginning Typing/Keyboarding 1 (F, SP, S)	1		
CAOTT 200B	Beginning Typing/Keyboarding 2 (F, SP, S)	1		
OR THIS COURSE				
CAOTT 200	Beginning Typing/Keyboarding (F, SP, S)	3		
TOTAL UNITS		**7-8**		

REQUIRED COMPETENCY:	Typing certificate of at least 25 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months.

Name of Certificate: Microsoft Access

REQUIRED COURSES		UNITS	In Progress	Completed Grade
CAOTC 47A	Access for Windows, Beginning (F, SP, S)	3		
CAOTC 47B	Access for Windows, Advanced (F, SP)	3		
TOTAL UNITS		**6**		

Name of Certificate: Microsoft Excel

REQUIRED COURSES		UNITS	In Progress	Completed Grade
CAOTC 41E	Excel for Windows – Beginning (F, SP, S)	1		
CAOTC 41F	Excel for Windows – Intermediate (F, SP, S)	1		
CAOTC 41J	Excel for Windows – Advanced (F, SP, S)	1		
TOTAL UNITS		**3**		

Name of Certificate: Microsoft Word

REQUIRED COURSES		UNITS	In Progress	Completed Grade
CAOTC 39A	Word for Windows, Beginning (F, SP, S)	1		
CAOTC 39B	Word for Windows, Intermediate (F, SP, S)	1		
CAOTC 39C	Word for Windows, Advanced (F, SP, S)	1		
CAOTC 39D	Word for Windows, Expert (F, SP, S)	1		
TOTAL UNITS		**4**		

REQUIRED COMPETENCY:	Typing certificate of at least 35 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months.

LEGEND

(F = Fall) (SP = Spring) (S = Summer) (INF = Infrequently) = Represents general frequency of course offering

CERTIFICATE OF ACCOMPLISHMENT REQUIREMENTS

For **CERTIFICATE OF ACCOMPLISHMENT:**

The certificate of accomplishment builds competency in a specific area and requires less than 18 units. Complete the required units with a minimum grade of "C" in each course. At least 50 percent of the unit requirements for a certificate of accomplishment must be completed at Long Beach City College (credit earned by exam, where applicable, may be included). Please submit completed certificate applications to the Admissions and Records office during the final semester of course work.

Students interested in transferring to a university to continue their study in this field of concentration or other majors are strongly advised to consult an LBCC academic counselor and refer to the ASSIST website (www.assist.org) for major preparation information. Counselors can clarify the different major and admissions requirements at a university. Students may visit the Student Success/Transfer Services Center to access further educational resources. To set up an appointment to see a counselor or schedule the SOAR Test, call LAC (562) 938-4561 or PCC (562) 938-3920.