

COMPUTER & OFFICE TECHNOLOGY

Please Note: The program requirements for Computer and Office Technology have been approved at the state level. However, the title was recently modified and is pending state approval.

Curriculum Guide for Academic Year 2011-2012

Table of Contents:

Contact Information , p. 1	Concentration in Computer Applications Specialist, p. 6
Associate in Arts Degree, p. 1	Concentration in Customer Service Representative, p. 7
Required Core, p. 1	Concentration in Data Entry, p. 7
Concentration in Administrative Assistant, p. 1	Concentration in Office Assistant, p. 7
Concentration in Computer Applications Specialist, p. 2	Certificates of Accomplishment , p. 8
Concentration in Customer Service Representative, p. 3	Basic Business Communications, p. 8
Concentration in Data Entry, p. 3	Basic Computing and Internet Literacy, p. 8
Concentration in Office Assistant, p. 4	Basic Computer and Office Skills, p. 8
Additional Requirements , p. 4	Basic Customer Service, p. 8
Certificates of Achievement, p. 5	Basic Data Entry, p. 9
Concentration in Administrative Assistant, p. 5	Basic Word Processing, p. 9
Concentration in Computer Applications Specialist, p. 5	<i>Basic Spreadsheets</i> , p. 9
Concentration in Customer Service Representative, p. 5	<i>Basic Presentations</i> , p. 9
Concentration in Data Entry, p. 5	<i>Basic Databases</i> , p. 10
Concentration in Office Assistant, p. 6	<i>Microsoft Office</i> , p. 10
Suggested Sequence of Classes , p. 6	Additional Requirements, p. 10
Concentration in Administrative Assistant, p. 6	Program Mission and Outcomes , p. 10

Contact Information

For more information regarding courses, go to <http://www.lbcc.edu/cos>, call 562-938-4904. 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. To meet with a counselor, call 562-938-4561 for Liberal Arts Campus or 562-938-3920 for Pacific Coast Campus. Students may also wish to visit the Transfer Center on either campus.

Program of study leading to:				
Associate in Arts (A.A.) Degree				
Required Core Classes for ALL Concentrations				
<u>REQUIRED CORE COURSES</u>		UNITS	In Progress	Completed Grade
CAOTC 31A	Microsoft Windows Operating System	2		
CAOTC 34	Intro to Computers & Applications	3		
CAOTO 15	Business Communications	3		
	Subtotal Units	8		
 IN ADDITION, complete ONE course from the following:				
CAOTT 200	Beginning Typing/Keyboarding	3		
CAOTT 233	Computer Keyboarding	1		
	Subtotal Units	1 – 3		
	TOTAL CORE UNITS	9 – 11		
Concentration in Administrative Assistant				
		UNITS	In Progress	Completed Grade
COMPLETE THE REQUIRED CORE COURSES		Subtotal CORE Units	9 – 11	
CAOTC 39A	Microsoft Word for Windows	3		
CAOTC 41E	Microsoft Excel for Windows	3		
CAOTC 44D	Microsoft PowerPoint for Windows	2		
CAOTC 45	Internet for Office and Personal Use	2		
CAOTC 215A	Microsoft Outlook for Windows	2		

Associate Degree requirements continue on the following page:

Associate Degree requirements continued from the previous page:

CAOTO 214	Filing	1		
CAOTO 216	Proofreading Skills	1		
CAOTO 222	Job Search Skills	3		
CAOTO 260	Business Telephone Procedures	1		
CAOTO 262	Soft Skills for the Workplace	1		
CAOTT 202	Advanced Typing/Keyboarding	3		
Subtotal Units		22		

REQUIRED ELECTIVES—Complete THREE(3) UNITS from the following:

CAOTC 35	Microsoft Office-Specialist	3		
CAOTC 47A	Microsoft Access for Windows	1		
CAOTO 261	Business English	3		
CAOTO 263	Customer Service	3		
CAOTT 209AB	Speed/Accuracy Bldg for Typists	1:1		
ACCTG 200A	Introduction to Accounting	3		
Subtotal Units		3		
TOTAL UNITS		34-36		

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
 Ten-key certificate of at least 150 keystrokes per minute for 5 minutes with 5 or fewer errors by the end of the program

Concentration in Computer Applications Specialist

COMPLETE THE REQUIRED CORE COURSES	Subtotal CORE Units	UNITS	In Progress	Completed Grade
		9 – 11		

IN ADDITION, COMPLETE THE FOLLOWING REQUIRED COURSES:

CAOTC 35	Microsoft Office-Specialist	3		
CAOTC 39A	Microsoft Word for Windows	3		
CAOTC 41E	Microsoft Excel for Windows	3		
CAOTC 44D	Microsoft PowerPoint for Windows	2		
CAOTC 47A	Microsoft Access for Windows	3		
CAOTC 215A	Microsoft Outlook for Windows	2		
Subtotal Units		16		

REQUIRED ELECTIVES—Complete THREE (3) UNITS from the following:

CAOTC 45	Internet for Office and Personal Use	2		
CAOTC 211	Discovering Computers	1		
CAOTO 222	Job Search Skills	3		
CAOTO 262	Soft Skills for the Workplace	1		
CAOTO 263	Customer Service	3		
CAOTC 209AB	Speed/Accuracy Bldg for Typists	1:1		
Subtotal Units		28-30		

Associate Degree requirements continue on the following pages

Concentration in Customer Service Representative

		UNITS	In Progress	Completed Grade
COMPLETE THE REQUIRED CORE COURSES on page 1		Subtotal CORE Units	9 – 11	
IN ADDITION, COMPLETE THE FOLLOWING REQUIRED COURSES:		UNITS	In Progress	Completed Grade
CAOTC 45	Internet for Office and Personal Use	2		
CAOTC 250A	Data Entry – Level 1	3		
CAOTC 250B	Data Entry – Level 2	3		
CAOTO 260	Business Telephone Procedures	1		
CAOTO 262	Soft Skills for the Workplace	1		
CAOTO 263	Customer Service	3		
Subtotal Units		13		

		UNITS	In Progress	Completed Grade
REQUIRED ELECTIVES—Complete THREE (3) UNITS from the following:		UNITS		
CAOTC 35	Microsoft Office-Specialist	3		
CAOTC 41E	Microsoft Excel for Windows	3		
CAOTC 47A	Microsoft Access for Windows	3		
CAOTC 211	Discovering Computers	1		
CAOTO 214	Filing	1		
CAOTO 216	Proofreading Skills	1		
CAOTT 209AB	Speed/Accuracy Bldg for Typists	1:1		
MKTG 40	Salesmanship	3		
Subtotal Units		3		
TOTAL UNITS		25 – 27		

REQUIRED COMPETENCIES

Typing certificate of at least 30 words per minute for 5 minutes with 5 or fewer errors by the end of the program

Data entry certificate of at least 9,000 keystrokes per hour and at least 98 percent accuracy on a 5-minute test within the previous 12 months

Concentration in Data Entry

		UNITS	In Progress	Completed Grade
COMPLETE THE REQUIRED CORE COURSES on page 1		Subtotal CORE Units	9 – 11	
IN ADDITION, COMPLETE THE FOLLOWING REQUIRED COURSES:		UNITS	In Progress	Completed Grade
CAOTC 41E	Microsoft Excel for Windows	3		
CAOTC 47A	Microsoft Access for Windows	3		
CAOTC 250A	Data Entry – Level 1	3		
CAOTC 250B	Data Entry – Level 2	3		
CAOTO 216	Proofreading	1		
CAOTO 263	Customer Service	3		
CAOTT 209AB	Speed/Accuracy Bldg for Typists	1		
Subtotal Units		17		

		UNITS	In Progress	Completed Grade
REQUIRED ELECTIVES—Complete THREE (3) UNITS from the following:		UNITS		
CAOTC 35	Microsoft Office-Specialist	3		
CAOTC 39A	Microsoft Word for Windows	3		
CAOTO 261	Business English	3		
Subtotal Units		3		
TOTAL UNITS		29 – 31		

Associate Degree requirements continue on the following pages

Concentration in Office Assistant

	UNITS	In Progress	Completed Grade
COMPLETE THE REQUIRED CORE COURSES on page 1 Subtotal CORE Units	9 – 11		

IN ADDITION, COMPLETE THE FOLLOWING REQUIRED COURSES:		UNITS	In Progress	Completed Grade
CAOTC 39A	Microsoft Word for Windows	3		
CAOTC 41E	Microsoft Excel for Windows	3		
CAOTC 45	Internet for Office and Personal Use	2		
CAOTO 214	Filing	1		
CAOTO 216	Proofreading	1		
CAOTO 260	Business Telephone Procedures	1		
CAOTO 261	Business English	3		
CAOTO 262	Soft Skills for the Workplace	1		
Subtotal Units		15		

REQUIRED ELECTIVES—Complete THREE (3) UNITS from the following:		UNITS		
CAOTC 35	Microsoft Office-Specialist	3		
CAOTC 44D	Microsoft PowerPoint for Windows	2		
CAOTC 47A	Microsoft Access for Windows	3		
CAOTC 211	Discovering Computers	1		
CAOTC 215A	Microsoft Outlook for Windows	2		
CAOTC 250A	Data Entry – Level 1	3		
Subtotal Units		3		
TOTAL UNITS		27 – 29		

For graduation with an **Associate in Arts (A.A.) Degree with a major in Computer & Office Studies:**

1. **Units:** Complete a minimum of 60 units, distributed as follows:

Concentration in Administrative Assistant:	34 – 36	units
General Education/A.A.:	25	units
Electives/Other Courses:	0 – 1	units
TOTAL:	60 – 61	units
<hr/>		
Concentration in Computer Applications Specialist:	28 – 30	units
General Education/A.A.:	25	units
Electives/Other Courses:	5 – 7	units
TOTAL:	60	units
<hr/>		
Concentration in Customer Service Representative:	25 – 27	units
General Education/A.A.:	25	units
Electives/Other Courses:	8 – 10	units
TOTAL:	60	units
<hr/>		
Concentration in Data Entry:	29 – 31	units
General Education/A.A.:	25	units
Electives/Other Courses:	4 – 6	units
TOTAL:	60	units
<hr/>		
Concentration in Office Assistant:	27 – 29	units
General Education/A.A.:	25	units
Electives/Other Courses:	6 – 8	units
TOTAL:	60	units

Associate Degree requirements continue on the following page

- 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 the **field of concentration (major)**, maintain a minimum GPA of 2.5 and complete each required course with a grade of "C" or better (or "P" if the course is graded on a Pass/No Pass basis).
- 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.
- Residence for the Field of Concentration:** Complete fifty percent (50%) or more of the unit requirements for the field of concentration in residence; this means:
 - For the **Administrative Assistant Concentration**, complete at least **17 - 18 units** of the required 34 - 36 **at LBCC**.
 - For the **Computer Applications Specialist Conc.**, complete at least **14 - 15 units** of the required 28 - 30 **at LBCC**.
 - For the **Customer Service Representative Conc.**, complete at least **13 - 14 units** of the required 25 - 27 **at LBCC**.
 - For the **Data Entry Concentration**, complete at least **15 - 16 units** of the required 29 - 31 **at LBCC**.
 - For the **Office Assistant Concentration**, complete at least **14 - 15 units** of the required 27 - 29 **at LBCC**.
 Credit earned by exam, where applicable, may be included.
- 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>.
- Application Form:** Complete and submit the degree application form to the Admissions and Records office during your final semester of course work. This form is 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 year of initial enrollment to the present, provided continuous enrollment is maintained throughout. See the catalog for definition of "continuous enrollment."

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

Program of study leading to:
Certificates of Achievement

REQUIRED COURSES—Complete the required courses for the specific field of concentration as listed in the Associate Degree requirements on the preceding pages.

	TOTAL UNITS	In Progress	Completed
Concentration in Administrative Assistant	34 – 36	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>
Concentration in Computer Applications Specialist	28 – 30	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>
Concentration in Customer Service Representative	25 – 27	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>
Concentration in Data Entry	29 – 31	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>
Concentration in Office Assistant	27 – 29	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>

For graduation with a Computer & Office Studies **Certificate of Achievement**:

- Scholarship:** Complete each of the required courses for the specific field of concentration with a grade of "C" or better.
- Residence for the Field of Concentration:** Complete fifty percent (50%) or more of the unit requirements for the field of concentration in residence; this means:
 - For the **Administrative Assistant Concentration**, complete at least **17 - 18 units** of the required 34 - 36 at **LBCC**.
 - For the **Computer Applications Specialist Conc.**, complete at least **14 - 15 units** of the required 28 - 30 at **LBCC**.
 - For the **Customer Service Representative Conc.**, complete at least **13 - 14 units** of the required 25 - 27 at **LBCC**.
 - For the **Data Entry Concentration**, complete at least **15 - 16 units** of the required 29 - 31 at **LBCC**.
 - For the **Office Assistant Concentration**, complete at least **14 - 15 units** of the required 27 - 29 at **LBCC**.
 Credit earned by exam, where applicable, may be included.
- Application Form:** Complete and submit the certificate application form to the Admissions and Records office during your final semester of course work. This form is 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.

Suggested Sequence of Classes

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.

Suggested full-time sample sequences of courses for the required **60** units to earn an Associate Degree follow:

Suggested Sequence for the Concentration in Administrative Assistant			
<u>First Semester</u>	<u>Units</u>	<u>Second Semester</u>	<u>Units</u>
CAOTC 31A	2	CAOTC 34	3
CAOTC 39A	3	CAOTC 45	2
CAOTO 260	1	CAOTO 214	1
CAOTO 222	3	CAOTT 202	3
CAOTT 200 or 233	1-3	General Education Course	3-4
General Education Course	1-2	General Education Course	3-4
General Education Course	2-3		
General Education Course	0-2		
Semester Total	15-17	Semester Total	15-17
<u>Third Semester</u>	<u>Units</u>	<u>Fourth Semester</u>	<u>Units</u>
CAOTC 44D	2	CAOTC 41E	3
CAOTC 215A	2	CAOTO 15	3
CAOTO 216	1	CAOT Elective(s)	3
CAOTO 262	1	General Education Course	3
General Education Course	3	General Education Course	2-3
General Education Course	3-4	Elective Course	0-1
General Education Course	3-4		
Semester Total	15-17	Semester Total	15
Suggested Sequence for the Concentration in Computer Applications Specialist			
<u>First Semester</u>	<u>Units</u>	<u>Second Semester</u>	<u>Units</u>
CAOTC 31A	2	CAOTC 34	3
CAOTC 39A	3	CAOTO 15	3
CAOTC 215A	2	CAOTC 41E	3
CAOTO 214	1	CAOTC 44D	2
CAOTT 200 or 233	1-3	General Education Course	2-3
General Education Course	2-3	General Education Course	2-3
General Education Course	2-3		
General Education Course	0-2		
Semester Total	15-17	Semester Total	15-17
<u>Third Semester</u>	<u>Units</u>	<u>Fourth Semester</u>	<u>Units</u>
CAOTC 47A	3	CAOT Elective(s)	3
CAOTC 35	3	General Education Course	3

General Education Course	3
General Education Course	3-4
General Education Course	3
Semester Total	15-16

General Education Course	3
Elective Course	4
Elective Course	3
Semester Total	16

Suggested Sequence for the Concentration in **Customer Service Representative**

First Semester	Units
CAOTC 31A	2
CAOTC 45	2
CAOTT 200 or 233	1-3
General Education Course	2-3
General Education Course	2-3
Elective Course	3
Semester Total	12-16

Second Semester	Units
CAOTC 34	3
CAOTO 250A	3
CAOTO 15	3
CAOTO 260	1
General Education Course	3
General Education Course	2-3
Semester Total	15-16

Third Semester	Units
CAOTC 250B	3
CAOTO 262	3
CAOTO 263	1
CAOT Elective	0-1
General Education Course	3-4
General Education Course	3
General Education Course	1-3
Elective Course	1-2
Semester Total	15-17

Fourth Semester	Units
CAOT Elective(s)	3
General Education Course	3
General Education Course	3
General Education Course	2-3
Elective Course	3
Elective Course	2-3
Semester Total	16-17

Suggested Sequence for the Concentration in **Data Entry**

First Semester	Units
CAOTC 31A	2
CAOTC 250A	3
CAOTT 200 or 233	1-3
General Education Course	3
General Education Course	3
General Education Course	2-3
Semester Total	14-17

Second Semester	Units
CAOTC 34	3
CAOTC 41E	3
CAOTC 250B	3
CAOTO 15	3
General Education Course	2-3
General Education Course	1-3
Semester Total	15-17

Third Semester	Units
CAOTC 47A	3
CAOTO 216	1
CAOTO 263	3
General Education Course	3-4
General Education Course	2-3
Elective Course	3
Semester Total	15-17

Fourth Semester	Units
CAOTO 216	1
CAOTT 209AB	1
CAOT Elective(s)	3
General Education Course	3-4
General Education Course	3
Elective Course	3
Semester Total	14-15

Suggested Sequence for the Concentration in **Office Assistant**

First Semester	Units
CAOTC 31A	2
CAOTC 39A	3
CAOTT 200 or 233	1-3
General Education Course	3
General Education Course	3
General Education Course	3
Semester Total	15-17

Second Semester	Units
CAOTC 41E	3
CAOTC 45	2
CAOTO 15	3
CAOTO 214	1
General Education Course	2-3
General Education Course	2-3
Elective Course	2-3
Semester Total	15-17

Third Semester	Units
CAOTC 34	3
CAOTO 216	1
CAOTO 261	3
General Education Course	3-4
General Education Course	2-3
Elective Course	2-3
Semester Total	14-17

Fourth Semester	Units
CAOTO 260	1
CAOTO 262	1
CAOT Elective(s)	3
General Education Course	4
Elective Course	3-4
Semester Total	12-13

**Programs of study leading to:
Certificates of Accomplishment**

Certificate: Basic Business Communications 4070

REQUIRED COURSES		UNITS	In Progress	Completed Grade
CAOTC 39A	Microsoft Word for Windows	3		
CAOTC 44D	Microsoft PowerPoint for Windows	2		
CAOTO 15	Business Communications	3		
CAOTO 261	Business English	3		
CAOTO 262	Soft Skills for the Workplace	1		
CAOTT 233	Keyboarding	1		
TOTAL UNITS		13		

Certificate: Basic Computing and Internet Literacy 4095

REQUIRED COURSES		UNITS	In Progress	Completed Grade
CAOTC 34	Introduction to Computers & Applications	3		
CAOTC 35	Microsoft Office-Specialist	3		
CAOTC 45	Internet for Office and Personal Use	2		
CAOTC 211	Discovering Computers	1		
CAOTC 235	Microsoft Office-Expert	3		
CAOTT 233	Keyboarding	1		
TOTAL UNITS		13		

ADDITIONAL REQUIREMENT: This certificate requires a 2.5 minimum GPA in the certificate courses.

Certificate: Basic Computer and Office Skills 4074

REQUIRED COURSES		UNITS	In Progress	Completed Grade
CAOTC 31A	Microsoft Windows Operating System	2		
CAOTC 34	Introduction to Computers & Applications	3		
CAOTC 39A	Microsoft Word for Windows	3		
CAOTC 45	Internet for Office and Personal use	2		
CAOTO 214	Filing	1		
CAOTO 260	Business Telephone Procedures	1		
CAOTT 200	Beginning Typing/Keyboarding	3		
TOTAL UNITS		15		

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

Certificate: Basic Customer Service 4069

REQUIRED COURSES		UNITS	In Progress	Completed Grade
CAOTC 250A	Data Entry – Level 1	3		
CAOTC 250B	Data Entry – Level 2	3		
CAOTO 214	Filing	1		
CAOTO 260	Business Telephone Procedures	1		
CAOTO 262	Soft Skills for the Workplace	1		
CAOTO 263	Customer Service	3		
CAOTT 233	Keyboarding	1		
TOTAL UNITS		13		

ADDITIONAL REQUIREMENT: Data entry certificate of 9,000 strokes per hour with 98% accuracy on a 5 minute test completed within the previous 12 months.

Certificates of Accomplishment continue on the following page

Certificates of Accomplishment continued from the previous page

Certificate: Basic Data Entry 4071

<u>REQUIRED COURSES</u>		UNITS	In Progress	Completed Grade
CAOTC 47A	Microsoft Access for Windows	3		
CAOTC 250A	Data Entry – Level 1	3		
CAOTC 250B	Data Entry – Level 2	3		
CAOTT 209AB	Speed and Accuracy	1:1		
CAOTT 233	Keyboarding	1		
TOTAL UNITS		11		

ADDITIONAL REQUIREMENTS: Typing certificate of a least 40 words per minute for 5 minutes with 5 or fewer errors completed with the previous 12 months.

Data entry certificate of 9,000 strokes with 98% accuracy on a 5 minute test with the previous 12 months.

This certificate requires a 3.0 minimum GPA in the certificate courses.

Certificate: Basic Word Processing 4076

<u>REQUIRED COURSES</u>		UNITS	In Progress	Completed Grade
CAOTC 39A	Microsoft Word for Windows	3		
Complete ONE of the following				
CAOTO 15	Business Communications	3		
CAOTO 262	Soft Skills for the Workplace	1		
TOTAL UNITS		4 – 6		

ADDITIONAL REQUIREMENT: This certificate requires a 3.0 minimum GPA in the certificate courses.

Certificate: Basic Spreadsheets 4079

<u>REQUIRED COURSES</u>		UNITS	In Progress	Completed Grade
CAOTC 41E	Microsoft Excel for Windows	3		
Complete ONE of the following				
CAOTO 15	Business Communications	3		
CAOTO 233	Soft Skills for the Workplace	1		
TOTAL UNITS		4 – 6		

ADDITIONAL REQUIREMENT: This certificate requires a 3.0 minimum GPA in the certificate courses.

Certificate: Basic Presentations 4110

<u>REQUIRED COURSES</u>		UNITS	In Progress	Completed Grade
CAOTC 44D	Microsoft PowerPoint for Windows	2		
Complete ONE of the following				
CAOTO 15	Business Communications	3		
CAOTO 262	Soft Skills for the Workplace	1		
TOTAL UNITS		3 – 5		

ADDITIONAL REQUIREMENT: This certificate requires a 3.0 minimum GPA in the certificate courses.

Certificates of Accomplishment continue on the following page

Certificate: Basic Databases 4080

<u>REQUIRED COURSES</u>		UNITS	In Progress	Completed Grade
CAOTC 47A	Microsoft Access for Windows	3		
Complete ONE of the following				
CAOTO 15	Business Communications	3		
CAOTO 262	Soft Skills for the Workplace	1		
TOTAL UNITS		4 – 6		

ADDITIONAL REQUIREMENTS: This certificate requires a 3.0 minimum GPA in the certificate courses.

Certificate: Microsoft Office 4077

<u>REQUIRED COURSES</u>		UNITS	In Progress	Completed Grade
CAOTC 35	Microsoft Office - Specialist	3		
CAOTC 235	Microsoft Office - Expert	3		
Complete ONE of the following				
CAOTO 15	Business Communications	3		
CAOTO 262	Soft Skills for the Workplace	1		
TOTAL UNITS		7-9		

ADDITIONAL REQUIREMENTS: This certificate requires a 3.0 minimum GPA in the certificate courses.

For graduation with a **Certificate of Accomplishment:**

- Scholarship:** Complete each of the required courses with a grade of “C” or better.
- Residence for the Certificate:** Complete fifty percent (50%) or more of the unit requirements for the certificate in residence at LBCC. Credit earned by exam, where applicable, may be included.
- Application Form:** Complete and submit the certificate application form to the Admissions and Records office during your final semester of course work. This form is 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 Mission and Outcomes

The mission of the Computer and Office Studies Department is to (1) train students and retrain displaced workers for immediate employment upon graduation or completion of certificate requirements as (a) entry-level office assistants and data entry clerks and (b) intermediate-level administrative assistants and computer applications specialists; and (2) prepare students in both academic and vocational majors with essential skills for employment, enhanced computer competencies, and related knowledge to meet students' personal goals.

- Achieve person and professional development and responsibility for entering the job market.
- Understand, critically evaluate, and competently use a computer operating system and computer applications for creation and production of professional quality business documents according to widely accepted business standards.
- Attain effective communication principles, written, oral, and nonverbal communication techniques to a variety of organizational situations.
Demonstrate keyboarding and proofreading skills to create, format, save, edit, and check for accuracy in a variety of business and academic documents.