

RECOMMENDED but not required courses for both options:

			Progress	Grade
CBIS 6A	Intro to IT Concepts & Applications	4		
Or	Or	or		
CAOTC 35	Microsoft Office – Specialist (F, SP)	3		
THRH 28	Convention Management and Meeting Planning (INF)	3		
THRH 29	Facilities Management (INF)	3		
THRH 33	Housekeeping and Security Management (INF)	3		
MGMT 80	Small Business Entrepreneurship (F, SP, S)	3		
SP 10	Elements of Public Speaking (F, SP, S)	3		
SP 25	Elements of Intercultural Communications (F, SP, S)	3		

LEGEND
† This course has a prerequisite; prerequisite courses must be completed with at least a "C" or "CR" grade (see catalog or schedule of classes). (SP = Spring) (S = Summer) (F = Fall) (INF =Infrequently) = Represents general frequency of course offering

GRADUATION REQUIREMENTS

For CERTIFICATE OF ACHIEVEMENT:

This certificate is a one to two year program in occupational/technical areas at Long Beach City College which provides training in job skills and employment opportunities. Complete the required units with a minimum grade of "C" in each course. Fifty per cent (50%) or more of the unit requirements for this field of concentration must be completed in residence.

For ASSOCIATE DEGREE:

The Associate Degree is a two-year program awarded by Long Beach City College which includes general education courses and a major. In addition to the requirements for the Certificate of Achievement, complete the A. A. degree requirements specified in the catalog. The requirements for general education/proficiency and the field of concentration 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"). Fifty per cent (50%) or more of the unit requirements for this field of concentration must be completed in residence (credit earned by exam, where applicable, may be included).

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.

In general, "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.

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. If you need to set up an appointment to see a counselor or schedule the SOAR Test, call LAC (562) 938-4561 or PCC (562) 938-3920.