

ADMINISTRATIVE ASSISTANT

LONG BEACH CITY COLLEGE

Curriculum Guide for Academic Year 2010-2011

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, go to <http://caot.lbcc.edu>, call (562) 938-4904, or email caot@lbcc.edu.

REQUIRED COURSES

		UNITS	In Progress	Completed Grade
CAOTC 31A	Microsoft Windows Operating System (F, SP, S)	2		
CAOTC 39A	Microsoft Word for Windows (F, SP)	3		
CAOTC 41E	Microsoft Excel for Windows (F, SP, S)	3		
CAOTC 44D	Microsoft PowerPoint for Windows (F, SP, S)	2		
CAOTC 45	Internet for Office and Personal Use (F, SP)	2		
CAOTC 47A	Access for Windows, Beginning (F, SP)	3		
CAOTC 215A	Microsoft Outlook for Windows (F, SP)	2		
CAOTO 15	Business Communications (F, SP, S)	3		
CAOTO 214	Filing (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 262	Soft Skills for the Workplace (F, SP, S)	1		
CAOTO 272AD	Work Experience - Computer App & Office Tech (F, SP)	3		
CAOTT 202	Advanced Typing/Keyboarding (F, SP)	3		
Subtotal Units		33		

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.

ELECTIVES

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

		UNITS	In Progress	Completed Grade
CAOTC 34	Introduction to Computers & Applications (F, SP, S)	3		
CAOTC 35	Microsoft Office-Specialist (F, SP, S)	3		
CAOTC 211	Discovering Computers (F, SP, S)	1		
CAOTC 235	Microsoft Office-Expert (F, SP)	3		
CAOTC 265	Computer Transcription (F, SP)	2		
CAOTO 222	Job Search Skills (F, SP)	3		
CAOTO 263	Customer Service (F, SP, S)	3		
CAOTO 272AD	Work Experience - Computer & Office Tech (F, SP)	3		
CAOTT 209AB	Speed/Accuracy Bldg for Typists (F, SP)	1:1		
Subtotal Units		3		
TOTAL UNITS		36		

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:

<p><u>First Semester</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>CAOTC 31A</td><td style="text-align: right;">2 Units</td></tr> <tr><td>CAOTC 39A</td><td style="text-align: right;">3</td></tr> <tr><td>CAOTO 260</td><td style="text-align: right;">1</td></tr> <tr><td>CAOTO 261</td><td style="text-align: right;">3</td></tr> <tr><td>▲ CAOTT 200</td><td style="text-align: right;">3</td></tr> <tr><td>General Education Course</td><td style="text-align: right;">1-2</td></tr> <tr><td>General Education Course</td><td style="text-align: right;">2-3</td></tr> <tr style="border-top: 1px solid black;"><td>Semester Total</td><td style="text-align: right;">15-17 Units</td></tr> </table>	CAOTC 31A	2 Units	CAOTC 39A	3	CAOTO 260	1	CAOTO 261	3	▲ CAOTT 200	3	General Education Course	1-2	General Education Course	2-3	Semester Total	15-17 Units	<p><u>Second Semester</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>CAOTC 41E (CAOT Elective)</td><td style="text-align: right;">3 Units</td></tr> <tr><td>CAOTC 45</td><td style="text-align: right;">2</td></tr> <tr><td>CAOTO 214</td><td style="text-align: right;">1</td></tr> <tr><td>CAOTT 202</td><td style="text-align: right;">3</td></tr> <tr><td>General Education Course</td><td style="text-align: right;">3-4</td></tr> <tr><td>General Education Course</td><td style="text-align: right;">3-4</td></tr> <tr style="border-top: 1px solid black;"><td>Semester Total</td><td style="text-align: right;">15-17 Units</td></tr> </table>	CAOTC 41E (CAOT Elective)	3 Units	CAOTC 45	2	CAOTO 214	1	CAOTT 202	3	General Education Course	3-4	General Education Course	3-4	Semester Total	15-17 Units
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<p><u>Third Semester</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>CAOTC 44D</td><td style="text-align: right;">2 Units</td></tr> <tr><td>CAOTC 215A</td><td style="text-align: right;">2</td></tr> <tr><td>CAOTO 216</td><td style="text-align: right;">1</td></tr> <tr><td>CAOTO 262</td><td style="text-align: right;">1</td></tr> <tr><td>General Education Course</td><td style="text-align: right;">3</td></tr> <tr><td>General Education Course</td><td style="text-align: right;">3-4</td></tr> <tr><td>General Education Course</td><td style="text-align: right;">3-4</td></tr> <tr style="border-top: 1px solid black;"><td>Semester Total</td><td style="text-align: right;">15-17 Units</td></tr> </table>	CAOTC 44D	2 Units	CAOTC 215A	2	CAOTO 216	1	CAOTO 262	1	General Education Course	3	General Education Course	3-4	General Education Course	3-4	Semester Total	15-17 Units	<p><u>Fourth Semester</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>CAOTC 47A</td><td style="text-align: right;">3 Units</td></tr> <tr><td>CAOTO 15</td><td style="text-align: right;">3</td></tr> <tr><td>CAOTO 272AD</td><td style="text-align: right;">3</td></tr> <tr><td>CAOT Elective(s)</td><td style="text-align: right;">3</td></tr> <tr><td>General Education Course</td><td style="text-align: right;">3</td></tr> <tr><td>General Education Course</td><td style="text-align: right;">2</td></tr> <tr style="border-top: 1px solid black;"><td>Semester Total</td><td style="text-align: right;">17 Units</td></tr> </table>	CAOTC 47A	3 Units	CAOTO 15	3	CAOTO 272AD	3	CAOT Elective(s)	3	General Education Course	3	General Education Course	2	Semester Total	17 Units
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LEGEND

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

CERTIFICATES OF ACCOMPLISHMENT

FOR OFFICE USE ONLY: 4070

Name of Certificate: Basic Business Communications

REQUIRED COURSES		UNITS	In Progress	Completed Grade
CAOTC 39A	Microsoft Word for Windows (F, SP)	3		
CAOTC 44D	Microsoft PowerPoint for Windows (F, SP, S)	2		
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		12		

FOR OFFICE USE ONLY: 4095

Name of Certificate: Basic Computing and Internet Literacy

REQUIRED COURSES

CAOTC 34	Introduction to Computers & Applications (F, SP, S)
CAOTC 35	Microsoft Office-Specialist (F, SP, S)
CAOTC 45	Internet for Office and Personal Use (F, SP, S)
OR	
CBIS 6A	Intro to IT Concepts & Applications (F, SP, S)
CBIS 6B	Intermediate Business Applications (F, SP)
CBIS 206A	Internet Basics (F, SP)

UNITS	In	Completed
	Progress	Grade
3		
3		
2		
4		
3		
1		
8		

TOTAL UNITS

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

FOR OFFICE USE ONLY: 4074

Name of Certificate: Basic Office Skills

REQUIRED COURSES

CAOTC 39A	Microsoft Word for Windows (F, SP)
CAOTC 45	Internet for Office and Personal Use (F, SP, S)
CAOTO 214	Filing (F, SP, S)
CAOTO 260	Business Telephone Procedures (F, SP, S)
CAOTT 200	Beginning Typing/Keyboarding (F, SP, S)

UNITS	In	Completed
	Progress	Grade
3		
2		
1		
1		
3		
10		

TOTAL UNITS

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.

FOR OFFICE USE ONLY: 4080

Name of Certificate: Microsoft Access

REQUIRED COURSE

CAOTC 47A	Access for Windows, Beginning (F, SP)
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UNITS	In	Completed
	Progress	Grade
3		
3		

TOTAL UNITS

FOR OFFICE USE ONLY: 4079

Name of Certificate: Microsoft Excel

REQUIRED COURSE

CAOTC 41E	Microsoft Excel for Windows (F, SP, S)
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UNITS	In	Completed
	Progress	Grade
3		
3		

TOTAL UNITS

FOR OFFICE USE ONLY: 4077

Name of Certificate: Microsoft Office

REQUIRED COURSES

CAOTC 35	Microsoft Office-Specialist (F, SP, S)
CAOTC 235	Microsoft Office-Expert (F, SP)

UNITS	In	Completed
	Progress	Grade
3		
3		
6		

TOTAL UNITS

FOR OFFICE USE ONLY: 4081

Name of Certificate: Microsoft Word

REQUIRED COURSE

CAOTC 39A Microsoft Word for Windows, Beginning (F, SP)

UNITS

	In Progress	Completed Grade
3		
3		

TOTAL UNITS

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.
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LEGEND

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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.