

WORD PROCESSING

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 prepare for an entry-level word processing position with training in rapid, accurate keyboarding; document formatting; word processing and other computer software; and decision making regarding business communications.

This Certificate of Achievement prepares students for an entry-level position in a variety of office settings and serves as a foundation for specialization. The suggested sequence of courses is designed to build employment skills quickly.

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 e-mail caot@lbcc.edu.

REQUIRED COURSES

		UNITS	In Progress	Completed Grade
CAOTC 31A	Microsoft Windows Operating System (F, SP, S)	2		
CAOTC 34	Introduction to Computers & Applications (F, SP, S)	3		
CAOTC 39A	Microsoft Word for Windows (F, SP)	3		
CAOTC 44D	Microsoft PowerPoint for Windows (F, SP, S)	2		
CAOTC 45	Internet for Office and Personal Use (F, SP, S)	2		
CAOTO 15	Business Communications (F, SP, S)	3		
CAOTO 216	Proofreading Skills (F, SP, S)	1		
CAOTO 261	Business English (F, SP, S)	3		
CAOTT 202	Advanced Typing/Keyboarding (F, SP)	3		
Subtotal Units		22		

REQUIRED COMPETENCY:	Typing certificate of at least 50 words per minute for 5 minutes with 5 or fewer errors by the end of the program.
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ELECTIVES Select FIVE (5) units from the following:

CAOTC 41E	Microsoft Excel for Windows (F, SP, S)	3		
CAOTC 47A	Access for Windows, Beginning (F, SP)	3		
CAOTC 211	Discovering Computers (F, SP, S)	1		
CAOTO 222	Job Search Skills (F, SP)	3		
CAOTO 262	Soft Skills for the Workplace (F, SP, S)	1		
CAOTO 272AD	Work Experience - Computer App & Office Tech (F, SP)	3:3		
CAOTT 209AB	Speed/Accuracy Bldg for Typists (F, SP)	1:1		
Subtotal Units		5		
TOTAL UNITS		27		

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 career 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 years 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.
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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 34</td><td style="text-align: right;">3</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;">3-4</td></tr> <tr><td>General Education Course</td><td style="text-align: right;">0-2</td></tr> <tr><td>Semester Total</td><td style="text-align: right;">14-17 Units</td></tr> </table>	CAOTC 31A	2 Units	CAOTC 34	3	CAOTO 261	3	▲ CAOTT 200	3	General Education Course	3-4	General Education Course	0-2	Semester Total	14-17 Units	<p><u>Second Semester</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>▲▲ CAOTC 39A</td><td style="text-align: right;">3 Units</td></tr> <tr><td>CAOTO 216</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</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;">2-3</td></tr> <tr><td>Semester Total</td><td style="text-align: right;">15-16 Units</td></tr> </table>	▲▲ CAOTC 39A	3 Units	CAOTO 216	1	CAOTT 202	3	General Education Course	3	General Education Course	3	General Education Course	2-3	Semester Total	15-16 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>CAOT Elective Course(s)</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</td></tr> <tr><td>General Education Course</td><td style="text-align: right;">3</td></tr> <tr><td>Semester Total</td><td style="text-align: right;">14-15 Units</td></tr> </table>	CAOTC 44D	2 Units	CAOT Elective Course(s)	3	General Education Course	3-4	General Education Course	3	General Education Course	3	Semester Total	14-15 Units	<p><u>Fourth Semester</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>CAOTC 45</td><td style="text-align: right;">2 Units</td></tr> <tr><td>CAOTO 15</td><td style="text-align: right;">3</td></tr> <tr><td>CAOT Elective Course(s)</td><td style="text-align: right;">2</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;">1-3</td></tr> <tr><td>Elective Course</td><td style="text-align: right;">1-3</td></tr> <tr><td>Semester Total</td><td style="text-align: right;">12-17 Units</td></tr> </table>	CAOTC 45	2 Units	CAOTO 15	3	CAOT Elective Course(s)	2	General Education Course	3-4	General Education Course	1-3	Elective Course	1-3	Semester Total	12-17 Units		
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<p>▲ Course meets CAOT elective requirement for the certificate of achievement and is recommended as preparation for the next-level typing course.</p> <p>▲▲ You must know how to type by touch (without looking at your hands) before enrolling in CAOTC 39A.</p>
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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: 4073

Name of Certificate: Basic Office Computer Skills

REQUIRED COURSES			UNITS	In Progress	Completed Grade
	CAOTC 31A	Microsoft Windows Operating System (F, SP, S)	2		
	CAOTC 34	Introduction to Computers & Applications (F, SP, S)	3		
	CAOTC 45	Internet for Office and Personal Use (F, SP, S)	2		
ONE OF THE FOLLOWING:					
	CAOTT 200	Beginning Typing/Keyboarding (F, SP, S)	3		
	CAOTT 233	Computer Keyboarding (F, SP, S)	1		
TOTAL UNITS			8-10		

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: 4076

Name of Certificate: Basic Word Processing

REQUIRED COURSES			UNITS	In Progress	Completed Grade
	CAOTC 39A	Microsoft Word for Windows (F, SP)	3		
	CAOTO 216	Proofreading Skills (F, SP, S)	1		
	CAOTT 200	Beginning Typing/Keyboarding (F, SP, S)	3		
TOTAL UNITS			7		

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.

FOR OFFICE USE ONLY: 4079

Name of Certificate: Microsoft Excel

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

FOR OFFICE USE ONLY: 4081

Name of Certificate: Microsoft Word

REQUIRED COURSE			UNITS	In Progress	Completed Grade
	CAOTC 39A	Microsoft Word for Windows (F, SP)	3		
TOTAL UNITS			3		

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
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CERTIFICATE OF ACCOMPLISHMENT REQUIREMENTS

For CERTIFICATE OF ACCOMPLISHMENT:

This certificate 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 completion 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. 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.