

# **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

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#### **Contact Information**

For more information regarding courses, go to <u>http://www.lbcc.edu/cos</u>, 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.

|  | •   | tudy leading to:<br>. <b>rts (A.A.) Degree</b> |  |                |                    |
|--|---|--|--|----------------|--------------------|
|  | Required Core Classe  |  | trations                                 |                |                    |
|  | •   |  | UNITS                                    | In<br>Progress | Completed<br>Grade |
| CAOTC 31A  | Microsoft Windows Operating   | System   | 2  |                |                    |
| CAOTC 34   | Intro to Computers & Applicati  | ons  | 3  |                |                    |
| CAOTO 15   | Business Communications   |  | 3  |                |                    |
|  |   | Subtotal Units                                 | 8  |                |                    |
| IN ADDITION, complete ONE  | course from the following:  |  |  |                |                    |
| CAOTT 200  | Beginning Typing/Keyboarding  | n  | 3  |                |                    |
| CAOTT 233  | Computer Keyboarding  | 9  | 1  |                |                    |
|  |   | Subtotal Units                                 | 1 – 3                                    | [              |                    |
|  |   | TOTAL CORE UNITS                               | 9 – 11                                   |                |                    |
|  | Concentration in A  | dministrative Assistan                         | t  |                |                    |
|  |   |  |  |                |                    |
|  |   |  |  | In<br>Progress | Completed<br>Grade |
| COMPLETE THE REQUIRED  |   | Subtotal CORE Units                            |  |                |                    |
| COMPLETE THE REQUIRED  |   |  | UNITS                                    |                |                    |
|  | CORE COURSES  |  | UNITS<br>9 – 11                          |                |                    |
| CAOTC 39A<br>CAOTC 41E<br>CAOTC 44D  | CORE COURSES  | Subtotal CORE Units                            | <b>UNITS</b><br>9 – 11<br>3<br>3<br>2    |                |                    |
| CAOTC 39A<br>CAOTC 41E<br>CAOTC 44D<br>CAOTC 45  | CORE COURSES<br>Microsoft Word for Windows<br>Microsoft Excel for Windows<br>Microsoft PowerPoint for Wind<br>Internet for Office and Persona                                     | Subtotal CORE Units<br>lows<br>al Use          | <b>UNITS</b><br>9 – 11<br>3<br>2<br>2    |                |                    |
| CAOTC 39A<br>CAOTC 41E<br>CAOTC 44D  | CORE COURSES<br>Microsoft Word for Windows<br>Microsoft Excel for Windows<br>Microsoft PowerPoint for Wind  | Subtotal CORE Units<br>lows<br>al Use          | <b>UNITS</b><br>9 – 11<br>3<br>3<br>2    |                |                    |
| CAOTC 39A<br>CAOTC 41E<br>CAOTC 44D<br>CAOTC 45<br>CAOTC 215A  | CORE COURSES<br>Microsoft Word for Windows<br>Microsoft Excel for Windows<br>Microsoft PowerPoint for Wind<br>Internet for Office and Persona                                     | Subtotal CORE Units                            | <b>UNITS</b><br>9 – 11<br>3<br>2<br>2    |                |                    |
| CAOTC 39A<br>CAOTC 41E<br>CAOTC 44D<br>CAOTC 45<br>CAOTC 215A  | CORE COURSES<br>Microsoft Word for Windows<br>Microsoft Excel for Windows<br>Microsoft PowerPoint for Windows<br>Internet for Office and Persona<br>Microsoft Outlook for Windows | Subtotal CORE Units                            | <b>UNITS</b><br>9 – 11<br>3<br>2<br>2    |                |                    |
| CAOTC 39A<br>CAOTC 41E<br>CAOTC 44D<br>CAOTC 45<br>CAOTC 215A<br>Associate Degree requiremen<br>COMPUTER & OFFICE STUD<br>A.A. Administrative Assistant Co | CORE COURSES<br>Microsoft Word for Windows<br>Microsoft Excel for Windows<br>Microsoft PowerPoint for Windows<br>Internet for Office and Persona<br>Microsoft Outlook for Windows | Subtotal CORE Units<br>ows<br>al Use<br>bage:  | UNITS<br>9 – 11<br>3<br>2<br>2<br>2<br>2 | Progress       | Grade              |

Information on this sheet is subject to change without notice. Any updates to this guide are posted at http://osca.lbcc.edu.

| Associate Degree requirement  | nts continued from the previous page  | 9:  |  |                                   |                    |
|---|---|---|--|-----------------------------------|--------------------|
| CAOTO 214   | Filing  |   | 1  |                                   |                    |
| CAOTO 214<br>CAOTO 216  | Proofreading Skills   |   | 1  |                                   |                    |
| CAOTO 222   | Job Search Skills   |   | 3  |                                   |                    |
| CAOTO 260   |   |   | 1  |                                   |                    |
|   | Business Telephone Procedures   |   | -  |                                   |                    |
| CAOTO 262   | Soft Skills for the Workplace   |   | 1  |                                   |                    |
| CAOTT 202   | Advanced Typing/Keyboarding   |   | 3  |                                   |                    |
|   |   | Subtotal Units  | 22   |                                   |                    |
|   | omplete THREE(3) UNITS from the fo  | llowina:  |  |                                   |                    |
| 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<br>Typing certificate of at lea<br>Ten-key certificate of at le   | 5<br>st 45 words per minute for 5 minutes wi<br>ast 150 keystrokes per minute for 5 mir<br>Concentration in Computer A  | nutes with 5 or fewer                                 | errors by  | d of the progra<br>the end of the | m<br>program<br>—— |
|   |   | -   |  | In                                | Completed          |
|   |   |   | UNITS  | In<br>Progress                    | Completed<br>Grade |
| COMPLETE THE REQUIRED   | CORE COURSES Subt   | otal CORE Units                                       | UNITS<br>9 – 11  |                                   |                    |
| COMPLETE THE REQUIRED   | OCORE COURSES Subt  |   |  |                                   |                    |
|   | CORE COURSES Subto  | otal CORE Units                                       |  |                                   |                    |
|   | HE FOLLOWING REQUIRED COURS   | otal CORE Units                                       |  |                                   |                    |
| IN ADDITION, COMPLETE T   |   | otal CORE Units                                       | 9 – 11   |                                   |                    |
| IN ADDITION, COMPLETE T<br>CAOTC 35<br>CAOTC 39A  | HE FOLLOWING REQUIRED COURS<br>Microsoft Office-Specialist  | otal CORE Units                                       | <b>9 – 11</b><br>3<br>3  |                                   |                    |
| IN ADDITION, COMPLETE T<br>CAOTC 35<br>CAOTC 39A<br>CAOTC 41E   | HE FOLLOWING REQUIRED COURS<br>Microsoft Office-Specialist<br>Microsoft Word for Windows  | otal CORE Units                                       | <b>9 – 11</b><br>3<br>3<br>3   |                                   |                    |
| IN ADDITION, COMPLETE T<br>CAOTC 35<br>CAOTC 39A<br>CAOTC 41E<br>CAOTC 44D  | HE FOLLOWING REQUIRED COURS<br>Microsoft Office-Specialist<br>Microsoft Word for Windows<br>Microsoft Excel for Windows<br>Microsoft PowerPoint for Windows   | otal CORE Units                                       | <b>9 – 11</b><br>3<br>3<br>3<br>2  |                                   |                    |
| IN ADDITION, COMPLETE T<br>CAOTC 35<br>CAOTC 39A<br>CAOTC 41E<br>CAOTC 44D<br>CAOTC 47A   | HE FOLLOWING REQUIRED COURS<br>Microsoft Office-Specialist<br>Microsoft Word for Windows<br>Microsoft Excel for Windows<br>Microsoft PowerPoint for Windows<br>Microsoft Access for Windows   | otal CORE Units                                       | <b>9 – 11</b><br>3<br>3<br>3<br>2<br>3   |                                   |                    |
| IN ADDITION, COMPLETE T<br>CAOTC 35<br>CAOTC 39A<br>CAOTC 41E<br>CAOTC 44D  | HE FOLLOWING REQUIRED COURS<br>Microsoft Office-Specialist<br>Microsoft Word for Windows<br>Microsoft Excel for Windows<br>Microsoft PowerPoint for Windows   | otal CORE Units<br><u>ES:</u>                         | <b>9 – 11</b><br>3<br>3<br>3<br>2<br>3<br>2<br>3<br>2  |                                   |                    |
| IN ADDITION, COMPLETE T<br>CAOTC 35<br>CAOTC 39A<br>CAOTC 41E<br>CAOTC 44D<br>CAOTC 47A   | HE FOLLOWING REQUIRED COURS<br>Microsoft Office-Specialist<br>Microsoft Word for Windows<br>Microsoft Excel for Windows<br>Microsoft PowerPoint for Windows<br>Microsoft Access for Windows   | otal CORE Units                                       | <b>9 – 11</b><br>3<br>3<br>3<br>2<br>3   |                                   |                    |
| IN ADDITION, COMPLETE T<br>CAOTC 35<br>CAOTC 39A<br>CAOTC 41E<br>CAOTC 44D<br>CAOTC 47A<br>CAOTC 215A   | HE FOLLOWING REQUIRED COURS<br>Microsoft Office-Specialist<br>Microsoft Word for Windows<br>Microsoft Excel for Windows<br>Microsoft PowerPoint for Windows<br>Microsoft Access for Windows<br>Microsoft Outlook for Windows  | otal CORE Units<br>ES:<br>Subtotal Units              | <b>9 – 11</b><br>3<br>3<br>3<br>2<br>3<br>2<br>3<br>2  |                                   |                    |
| IN ADDITION, COMPLETE T<br>CAOTC 35<br>CAOTC 39A<br>CAOTC 41E<br>CAOTC 44D<br>CAOTC 44D<br>CAOTC 47A<br>CAOTC 215A  | HE FOLLOWING REQUIRED COURS<br>Microsoft Office-Specialist<br>Microsoft Word for Windows<br>Microsoft Excel for Windows<br>Microsoft PowerPoint for Windows<br>Microsoft Access for Windows<br>Microsoft Outlook for Windows  | otal CORE Units<br>ES:<br>Subtotal Units              | 9 – 11<br>3<br>3<br>2<br>3<br>2<br>16  |                                   |                    |
| IN ADDITION, COMPLETE T<br>CAOTC 35<br>CAOTC 39A<br>CAOTC 41E<br>CAOTC 44D<br>CAOTC 44D<br>CAOTC 47A<br>CAOTC 215A<br>REQUIRED ELECTIVES—CO<br>CAOTC 45   | HE FOLLOWING REQUIRED COURS<br>Microsoft Office-Specialist<br>Microsoft Word for Windows<br>Microsoft Excel for Windows<br>Microsoft PowerPoint for Windows<br>Microsoft Access for Windows<br>Microsoft Outlook for Windows  | otal CORE Units<br>ES:<br>Subtotal Units              | <b>9 – 11</b><br>3<br>3<br>2<br>3<br>2<br><b>16</b>  |                                   |                    |
| IN ADDITION, COMPLETE T<br>CAOTC 35<br>CAOTC 39A<br>CAOTC 41E<br>CAOTC 44D<br>CAOTC 44D<br>CAOTC 47A<br>CAOTC 215A<br>REQUIRED ELECTIVES—Co<br>CAOTC 45<br>CAOTC 211  | HE FOLLOWING REQUIRED COURS<br>Microsoft Office-Specialist<br>Microsoft Word for Windows<br>Microsoft Excel for Windows<br>Microsoft PowerPoint for Windows<br>Microsoft Access for Windows<br>Microsoft Outlook for Windows  | otal CORE Units<br>ES:<br>Subtotal Units              | <b>9 – 11</b><br>3<br>3<br>2<br>3<br>2<br><b>16</b><br>2<br>1  |                                   |                    |
| IN ADDITION, COMPLETE T<br>CAOTC 35<br>CAOTC 39A<br>CAOTC 41E<br>CAOTC 44D<br>CAOTC 44D<br>CAOTC 47A<br>CAOTC 215A<br>REQUIRED ELECTIVES—Co<br>CAOTC 45<br>CAOTC 211<br>CAOTO 222                           | HE FOLLOWING REQUIRED COURS<br>Microsoft Office-Specialist<br>Microsoft Word for Windows<br>Microsoft Excel for Windows<br>Microsoft PowerPoint for Windows<br>Microsoft Access for Windows<br>Microsoft Outlook for Windows<br>Discovering Computers<br>Job Search Skills  | otal CORE Units<br>ES:<br>Subtotal Units              | <b>9 – 11</b><br>3<br>3<br>2<br>3<br>2<br><b>16</b><br>2<br>1<br>3   |                                   |                    |
| IN ADDITION, COMPLETE T<br>CAOTC 35<br>CAOTC 39A<br>CAOTC 41E<br>CAOTC 44D<br>CAOTC 44D<br>CAOTC 47A<br>CAOTC 215A<br>REQUIRED ELECTIVES—Co<br>CAOTC 45<br>CAOTC 211<br>CAOTO 222<br>CAOTO 262              | HE FOLLOWING REQUIRED COURS<br>Microsoft Office-Specialist<br>Microsoft Word for Windows<br>Microsoft Excel for Windows<br>Microsoft PowerPoint for Windows<br>Microsoft Access for Windows<br>Microsoft Outlook for Windows<br>Discovering Computers<br>Job Search Skills<br>Soft Skills for the Workplace                     | otal CORE Units<br>ES:<br>Subtotal Units              | <b>9 – 11</b><br>3<br>3<br>2<br>3<br>2<br><b>16</b><br>2<br>1<br>3<br>1  |                                   |                    |
| IN ADDITION, COMPLETE T<br>CAOTC 35<br>CAOTC 39A<br>CAOTC 41E<br>CAOTC 44D<br>CAOTC 44D<br>CAOTC 47A<br>CAOTC 215A<br>REQUIRED ELECTIVES—Co<br>CAOTC 45<br>CAOTC 211<br>CAOTO 222<br>CAOTO 262<br>CAOTO 263 | HE FOLLOWING REQUIRED COURS<br>Microsoft Office-Specialist<br>Microsoft Word for Windows<br>Microsoft Excel for Windows<br>Microsoft PowerPoint for Windows<br>Microsoft Access for Windows<br>Microsoft Outlook for Windows<br>Discovering Computers<br>Job Search Skills<br>Soft Skills for the Workplace<br>Customer Service | otal CORE Units<br>ES:<br>Subtotal Units              | <b>9 – 11</b><br><b>3</b><br>3<br>2<br>3<br>2<br><b>16</b><br>2<br>1<br>3<br>1<br>3  |                                   |                    |
| IN ADDITION, COMPLETE T<br>CAOTC 35<br>CAOTC 39A<br>CAOTC 41E<br>CAOTC 44D<br>CAOTC 44D<br>CAOTC 47A<br>CAOTC 215A<br>REQUIRED ELECTIVES—Co<br>CAOTC 45<br>CAOTC 211<br>CAOTO 222<br>CAOTO 262              | HE FOLLOWING REQUIRED COURS<br>Microsoft Office-Specialist<br>Microsoft Word for Windows<br>Microsoft Excel for Windows<br>Microsoft PowerPoint for Windows<br>Microsoft Access for Windows<br>Microsoft Outlook for Windows<br>Discovering Computers<br>Job Search Skills<br>Soft Skills for the Workplace                     | otal CORE Units<br>ES:<br>Subtotal Units<br>ollowing: | <b>9 – 11</b><br><b>3</b><br><b>3</b><br><b>3</b><br><b>2</b><br><b>3</b><br><b>2</b><br><b>16</b><br><b>2</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>1</b><br><b>1</b> |                                   |                    |
| IN ADDITION, COMPLETE T<br>CAOTC 35<br>CAOTC 39A<br>CAOTC 41E<br>CAOTC 44D<br>CAOTC 44D<br>CAOTC 47A<br>CAOTC 215A<br>REQUIRED ELECTIVES—Co<br>CAOTC 45<br>CAOTC 211<br>CAOTO 222<br>CAOTO 262<br>CAOTO 263 | HE FOLLOWING REQUIRED COURS<br>Microsoft Office-Specialist<br>Microsoft Word for Windows<br>Microsoft Excel for Windows<br>Microsoft PowerPoint for Windows<br>Microsoft Access for Windows<br>Microsoft Outlook for Windows<br>Discovering Computers<br>Job Search Skills<br>Soft Skills for the Workplace<br>Customer Service | otal CORE Units<br>ES:<br>Subtotal Units              | <b>9 – 11</b><br><b>3</b><br>3<br>2<br>3<br>2<br><b>16</b><br>2<br>1<br>3<br>1<br>3  |                                   |                    |
| IN ADDITION, COMPLETE T<br>CAOTC 35<br>CAOTC 39A<br>CAOTC 41E<br>CAOTC 44D<br>CAOTC 44D<br>CAOTC 47A<br>CAOTC 215A<br>REQUIRED ELECTIVES—Co<br>CAOTC 45<br>CAOTC 211<br>CAOTO 222<br>CAOTO 262<br>CAOTO 263 | HE FOLLOWING REQUIRED COURS<br>Microsoft Office-Specialist<br>Microsoft Word for Windows<br>Microsoft Excel for Windows<br>Microsoft PowerPoint for Windows<br>Microsoft Access for Windows<br>Microsoft Outlook for Windows<br>Discovering Computers<br>Job Search Skills<br>Soft Skills for the Workplace<br>Customer Service | otal CORE Units<br>ES:<br>Subtotal Units<br>ollowing: | <b>9 – 11</b><br><b>3</b><br><b>3</b><br><b>3</b><br><b>2</b><br><b>3</b><br><b>2</b><br><b>16</b><br><b>2</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>1</b><br><b>1</b> |                                   |                    |
| IN ADDITION, COMPLETE T<br>CAOTC 35<br>CAOTC 39A<br>CAOTC 41E<br>CAOTC 44D<br>CAOTC 44D<br>CAOTC 47A<br>CAOTC 215A<br>REQUIRED ELECTIVES—Co<br>CAOTC 45<br>CAOTC 211<br>CAOTO 222<br>CAOTO 262<br>CAOTO 263 | HE FOLLOWING REQUIRED COURS<br>Microsoft Office-Specialist<br>Microsoft Word for Windows<br>Microsoft Excel for Windows<br>Microsoft PowerPoint for Windows<br>Microsoft Access for Windows<br>Microsoft Outlook for Windows<br>Discovering Computers<br>Job Search Skills<br>Soft Skills for the Workplace<br>Customer Service | otal CORE Units<br>ES:<br>Subtotal Units<br>ollowing: | <b>9 – 11</b><br><b>3</b><br><b>3</b><br><b>3</b><br><b>2</b><br><b>3</b><br><b>2</b><br><b>16</b><br><b>2</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>1</b><br><b>1</b> |                                   |                    |
| IN ADDITION, COMPLETE T<br>CAOTC 35<br>CAOTC 39A<br>CAOTC 41E<br>CAOTC 44D<br>CAOTC 44D<br>CAOTC 47A<br>CAOTC 215A<br>REQUIRED ELECTIVES—Co<br>CAOTC 45<br>CAOTC 211<br>CAOTO 222<br>CAOTO 262<br>CAOTO 263 | HE FOLLOWING REQUIRED COURS<br>Microsoft Office-Specialist<br>Microsoft Word for Windows<br>Microsoft Excel for Windows<br>Microsoft PowerPoint for Windows<br>Microsoft Access for Windows<br>Microsoft Outlook for Windows<br>Discovering Computers<br>Job Search Skills<br>Soft Skills for the Workplace<br>Customer Service | otal CORE Units<br>ES:<br>Subtotal Units<br>ollowing: | <b>9 – 11</b><br><b>3</b><br><b>3</b><br><b>3</b><br><b>2</b><br><b>3</b><br><b>2</b><br><b>16</b><br><b>2</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>3</b><br><b>1</b><br><b>1</b><br><b>1</b> |                                   |                    |

Associate Degree requirements continue on the following pages

Page 2 of 10 Published: AUG 2011 COMPUTER & OFFICE STUDIES 2011-2012 A.A. Administrative Assistant Concentration = 1170; A.A. Cust. Service Rep. Concentration = 1171 Published: AUG A.A. Computer App. Spec. Concentration = 1122; A.A. Data Entry Concentration = 1130; A.A. Office Asst. Concentration = 1161 Department phone: 562-938-4904; website: http://www.lbcc.edu/cos Information on this sheet is subject to change without notice. Any updates to this guide are posted at http://osca.lbcc.edu.

|  | Concentration in Custom   | er Service Represen   |   | In             | Complete                                     |
|--|---|---|---|----------------|--|
|  |   |   | UNITS   | Progress       | Grade  |
|  | IRED CORE COURSES on page 1   | Subtotal CORE Units   | 9 – 11  |                | Complete                                     |
|  | TE THE FOLLOWING REQUIRED CO  |   | UNITS   | In<br>Progress | Complet<br>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 Procedure  | S   | 1   |                |  |
| CAOTO 262  | Soft Skills for the Workplace   |   | 1   |                |  |
| CAOTO 263  | Customer Service  |   | 3   |                |  |
|  |   | Subtotal Units  | 13  |                |  |
| QUIRED ELECTIVES   |   | 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 214<br>CAOTO 216   | Proofreading Skills   |   | 1   |                |  |
| CAOTT 209AB  |   | <b>^</b>  | 1:1   |                |  |
| MKTG 40  | Speed/Accuracy Bldg for Typists<br>Salesmanship   | 5   | 3   |                |  |
| MICIG 40   | Salesmanship  |   | -   |                |  |
|  |   | Subtotal Units  | 3   |                |  |
|  |   |   |   |                |  |
|  | ICIES<br>at least 30 words per minute for 5 minu<br>e of at least 9,000 keystrokes per hour a   |   |   |                |  |
| Typing certificate of a<br>Data entry certificate  | at least 30 words per minute for 5 minu<br>of at least 9,000 keystrokes per hour a  | tes with 5 or fewer errors  | s by the en   | a 5-minute te  | st within the                                |
| Typing certificate of a<br>Data entry certificate  | at least 30 words per minute for 5 minu<br>of at least 9,000 keystrokes per hour a  | tes with 5 or fewer errors  | s by the en   | a 5-minute te  |  |
| Typing certificate of a<br>Data entry certificate<br>previous 12 months  | at least 30 words per minute for 5 minu<br>of at least 9,000 keystrokes per hour a  | tes with 5 or fewer errors  | s by the en<br>ccuracy on   | a 5-minute te  | st within the<br>Complet                     |
| Typing certificate of a<br>Data entry certificate<br>previous 12 months  | at least 30 words per minute for 5 minu<br>e of at least 9,000 keystrokes per hour a<br><b>Concentration</b><br>IRED CORE COURSES on page 1   | tes with 5 or fewer errors<br>and at least 98 percent a<br><b>n in Data Entry</b><br>Subtotal CORE Units  | s by the en<br>ccuracy on<br>UNITS<br>9 – 11  | In<br>Progress | st within the<br>Complet<br>Grade<br>Complet |
| Typing certificate of a<br>Data entry certificate<br>previous 12 months<br>OMPLETE THE REQU  | at least 30 words per minute for 5 minu<br>e of at least 9,000 keystrokes per hour a<br><b>Concentration</b>  | tes with 5 or fewer errors<br>and at least 98 percent a<br><b>n in Data Entry</b><br>Subtotal CORE Units  | s by the en<br>ccuracy on<br>UNITS  | a 5-minute te  | st within the<br>Complet<br>Grade<br>Complet |
| Typing certificate of a<br>Data entry certificate<br>previous 12 months  | at least 30 words per minute for 5 minu<br>e of at least 9,000 keystrokes per hour a<br><b>Concentration</b><br>IRED CORE COURSES on page 1   | tes with 5 or fewer errors<br>and at least 98 percent a<br><b>n in Data Entry</b><br>Subtotal CORE Units  | s by the en<br>ccuracy on<br>UNITS<br>9 – 11  | In<br>Progress | st within th<br>Complet<br>Grade<br>Complet  |
| Typing certificate of a<br>Data entry certificate<br>previous 12 months<br>OMPLETE THE REQU  | at least 30 words per minute for 5 minu<br>of at least 9,000 keystrokes per hour a<br><b>Concentration</b><br>IRED CORE COURSES on page 1<br>TE THE FOLLOWING REQUIRED CO   | tes with 5 or fewer errors<br>and at least 98 percent a<br><b>n in Data Entry</b><br>Subtotal CORE Units  | s by the en<br>ccuracy on<br>UNITS<br>9 – 11<br>UNITS   | In<br>Progress | st within th<br>Complet<br>Grade<br>Complet  |
| Typing certificate of a<br>Data entry certificate<br>previous 12 months<br>OMPLETE THE REQU<br>ADDITION, COMPLE<br>CAOTC 41E   | at least 30 words per minute for 5 minute<br>of at least 9,000 keystrokes per hour a<br><b>Concentration</b><br>IRED CORE COURSES on page 1<br><u>TE THE FOLLOWING REQUIRED CO</u><br>Microsoft Excel for Windows   | tes with 5 or fewer errors<br>and at least 98 percent a<br><b>n in Data Entry</b><br>Subtotal CORE Units  | s by the en<br>ccuracy on<br>UNITS<br>9 – 11<br>UNITS<br>3  | In<br>Progress | st within the<br>Complet<br>Grade<br>Complet |
| Typing certificate of a<br>Data entry certificate<br>previous 12 months<br>OMPLETE THE REQU<br>ADDITION, COMPLE<br>CAOTC 41E<br>CAOTC 47A  | at least 30 words per minute for 5 minute<br>of at least 9,000 keystrokes per hour a<br><b>Concentration</b><br>IRED CORE COURSES on page 1<br><u>TE THE FOLLOWING REQUIRED CO</u><br>Microsoft Excel for Windows<br>Microsoft Access for Windows   | tes with 5 or fewer errors<br>and at least 98 percent a<br><b>n in Data Entry</b><br>Subtotal CORE Units  | S by the en<br>CCURACY ON<br>UNITS<br>9 – 11<br>UNITS<br>3<br>3   | In<br>Progress | st within the<br>Complet<br>Grade<br>Complet |
| Typing certificate of a<br>Data entry certificate<br>previous 12 months<br>OMPLETE THE REQU<br>ADDITION, COMPLE<br>CAOTC 41E<br>CAOTC 41E<br>CAOTC 47A<br>CAOTC 250A   | at least 30 words per minute for 5 minute<br>of at least 9,000 keystrokes per hour a<br><b>Concentration</b><br><b>IRED CORE COURSES on page 1</b><br><u>TE THE FOLLOWING REQUIRED CO</u><br>Microsoft Excel for Windows<br>Microsoft Access for Windows<br>Data Entry – Level 1  | tes with 5 or fewer errors<br>and at least 98 percent a<br><b>n in Data Entry</b><br>Subtotal CORE Units  | S by the en<br>CCURACY ON<br>UNITS<br>9 – 11<br>UNITS<br>3<br>3<br>3<br>3   | In<br>Progress | st within the<br>Complet<br>Grade<br>Complet |
| Typing certificate of a<br>Data entry certificate<br>previous 12 months<br>OMPLETE THE REQU<br>ADDITION, COMPLE<br>CAOTC 41E<br>CAOTC 47A<br>CAOTC 250A<br>CAOTC 250B  | at least 30 words per minute for 5 minute<br>of at least 9,000 keystrokes per hour a<br><b>Concentration</b><br><b>IRED CORE COURSES on page 1</b><br><b>TE THE FOLLOWING REQUIRED CO</b><br>Microsoft Excel for Windows<br>Microsoft Access for Windows<br>Data Entry – Level 1<br>Data Entry – Level 2  | tes with 5 or fewer errors<br>and at least 98 percent a<br><b>n in Data Entry</b><br>Subtotal CORE Units  | s by the en<br>ccuracy on<br>UNITS<br>9 – 11<br>UNITS<br>3<br>3<br>3<br>3<br>3<br>3   | In<br>Progress | st within the<br>Complet<br>Grade<br>Complet |
| Typing certificate of a<br>Data entry certificate<br>previous 12 months<br>OMPLETE THE REQU<br>ADDITION, COMPLE<br>CAOTC 41E<br>CAOTC 41E<br>CAOTC 47A<br>CAOTC 250A<br>CAOTC 250B<br>CAOTO 216  | at least 30 words per minute for 5 minute<br>of at least 9,000 keystrokes per hour a<br><b>Concentration</b><br><b>IRED CORE COURSES on page 1</b><br><b>TE THE FOLLOWING REQUIRED CO</b><br>Microsoft Excel for Windows<br>Microsoft Access for Windows<br>Data Entry – Level 1<br>Data Entry – Level 2<br>Proofreading  | tes with 5 or fewer errors<br>and at least 98 percent a<br><i>in Data Entry</i><br>Subtotal CORE Units  | s by the en<br>ccuracy on<br>UNITS<br>9 – 11<br>UNITS<br>3<br>3<br>3<br>3<br>1  | In<br>Progress | st within th<br>Complet<br>Grade<br>Complet  |
| Typing certificate of a<br>Data entry certificate<br>previous 12 months<br><b>OMPLETE THE REQU</b><br>ADDITION, COMPLE<br>CAOTC 41E<br>CAOTC 41E<br>CAOTC 47A<br>CAOTC 250A<br>CAOTC 250B<br>CAOTC 216<br>CAOTO 263  | at least 30 words per minute for 5 minute<br>of at least 9,000 keystrokes per hour a<br><b>Concentration</b><br><b>IRED CORE COURSES on page 1</b><br><b>TE THE FOLLOWING REQUIRED CO</b><br>Microsoft Excel for Windows<br>Microsoft Access for Windows<br>Data Entry – Level 1<br>Data Entry – Level 2<br>Proofreading<br>Customer Service  | tes with 5 or fewer errors<br>and at least 98 percent a<br><i>in Data Entry</i><br>Subtotal CORE Units  | s by the en<br>ccuracy on<br>UNITS<br>9 – 11<br>UNITS<br>3<br>3<br>3<br>3<br>1<br>3<br>3<br>3<br>3<br>3<br>3<br>3<br>3<br>3<br>3<br>3<br>3<br>3<br>3            | In<br>Progress | st within the<br>Complet<br>Grade<br>Complet |
| Typing certificate of a<br>Data entry certificate<br>previous 12 months<br>OMPLETE THE REQU<br>ADDITION, COMPLETE<br>CAOTC 41E<br>CAOTC 41E<br>CAOTC 47A<br>CAOTC 250A<br>CAOTC 250B<br>CAOTC 250B<br>CAOTC 216<br>CAOTO 263<br>CAOTT 209AB  | at least 30 words per minute for 5 minute<br>of at least 9,000 keystrokes per hour a<br><b>Concentration</b><br><b>IRED CORE COURSES on page 1</b><br><b>TE THE FOLLOWING REQUIRED CO</b><br>Microsoft Excel for Windows<br>Microsoft Access for Windows<br>Data Entry – Level 1<br>Data Entry – Level 1<br>Data Entry – Level 2<br>Proofreading<br>Customer Service<br>Speed/Accuracy Bldg for Typists   | tes with 5 or fewer errors<br>and at least 98 percent a<br>n <i>in Data Entry</i><br>Subtotal CORE Units<br>OURSES:   | s by the en<br>ccuracy on<br>UNITS<br>9 – 11<br>UNITS<br>3<br>3<br>3<br>1<br>3<br>1<br>3<br>1<br>1<br>3<br>1<br>1<br>7  | In<br>Progress | st within the<br>Complet<br>Grade<br>Complet |
| Typing certificate of a<br>Data entry certificate<br>previous 12 months<br>OMPLETE THE REQU<br>ADDITION, COMPLE<br>CAOTC 41E<br>CAOTC 41E<br>CAOTC 47A<br>CAOTC 250B<br>CAOTC 250B<br>CAOTC 250B<br>CAOTC 216<br>CAOTC 263<br>CAOTT 209AB  | at least 30 words per minute for 5 minute<br>of at least 9,000 keystrokes per hour a<br><b>Concentration</b><br><b>IRED CORE COURSES on page 1</b><br><b>TE THE FOLLOWING REQUIRED CO</b><br>Microsoft Excel for Windows<br>Microsoft Access for Windows<br>Data Entry – Level 1<br>Data Entry – Level 1<br>Data Entry – Level 2<br>Proofreading<br>Customer Service<br>Speed/Accuracy Bldg for Typists   | tes with 5 or fewer errors<br>and at least 98 percent a<br>n <i>in Data Entry</i><br>Subtotal CORE Units<br>OURSES:   | s by the en<br>ccuracy on<br>UNITS<br>9 – 11<br>UNITS<br>3<br>3<br>3<br>3<br>1<br>3<br>1<br>1<br>7<br>UNITS   | In<br>Progress | st within the<br>Complet<br>Grade<br>Complet |
| Typing certificate of a<br>Data entry certificate<br>previous 12 months<br>DMPLETE THE REQU<br>ADDITION, COMPLE<br>CAOTC 41E<br>CAOTC 41E<br>CAOTC 47A<br>CAOTC 250A<br>CAOTC 250B<br>CAOTC 250B<br>CAOTC 263<br>CAOTT 209AB   | at least 30 words per minute for 5 minute<br>of at least 9,000 keystrokes per hour a<br><b>Concentration</b><br><b>IRED CORE COURSES on page 1</b><br><b>TE THE FOLLOWING REQUIRED CO</b><br>Microsoft Excel for Windows<br>Microsoft Access for Windows<br>Data Entry – Level 1<br>Data Entry – Level 2<br>Proofreading<br>Customer Service<br>Speed/Accuracy Bldg for Typists<br><b>G-Complete THREE (3) UNITS from th</b><br>Microsoft Office-Specialist   | tes with 5 or fewer errors<br>and at least 98 percent a<br>n <i>in Data Entry</i><br>Subtotal CORE Units<br>OURSES:   | s by the en<br>ccuracy on<br>UNITS<br>9 – 11<br>UNITS<br>3<br>3<br>3<br>1<br>3<br>1<br>1<br>7<br>UNITS<br>3   | In<br>Progress | st within the<br>Complet<br>Grade<br>Complet |
| Typing certificate of a<br>Data entry certificate<br>previous 12 months<br><b>MPLETE THE REQU</b><br>ADDITION, COMPLE<br>CAOTC 41E<br>CAOTC 41E<br>CAOTC 47A<br>CAOTC 250A<br>CAOTC 250B<br>CAOTC 250B<br>CAOTC 263<br>CAOTC 263<br>CAOTT 209AB<br>QUIRED ELECTIVES<br>CAOTC 35<br>CAOTC 39A | at least 30 words per minute for 5 minute<br>of at least 9,000 keystrokes per hour a<br><b>Concentration</b><br><b>IRED CORE COURSES on page 1</b><br><b>TE THE FOLLOWING REQUIRED CO</b><br>Microsoft Excel for Windows<br>Microsoft Access for Windows<br>Data Entry – Level 1<br>Data Entry – Level 1<br>Data Entry – Level 2<br>Proofreading<br>Customer Service<br>Speed/Accuracy Bldg for Typists<br><b>E-Complete THREE (3) UNITS from th</b><br>Microsoft Office-Specialist<br>Microsoft Word for Windows | tes with 5 or fewer errors<br>and at least 98 percent a<br>n <i>in Data Entry</i><br>Subtotal CORE Units<br>OURSES:   | s by the en<br>ccuracy on<br>UNITS<br>9 – 11<br>UNITS<br>3<br>3<br>3<br>1<br>3<br>1<br>1<br>7<br>UNITS<br>3<br>3<br>3   | In<br>Progress | st within the<br>Complet<br>Grade<br>Complet |
| Typing certificate of a<br>Data entry certificate<br>previous 12 months<br><b>MPLETE THE REQU</b><br>ADDITION, COMPLE<br>CAOTC 41E<br>CAOTC 41E<br>CAOTC 47A<br>CAOTC 250A<br>CAOTC 250B<br>CAOTC 250B<br>CAOTC 263<br>CAOTT 209AB<br>QUIRED ELECTIVES<br>CAOTC 35                           | at least 30 words per minute for 5 minute<br>of at least 9,000 keystrokes per hour a<br><b>Concentration</b><br><b>IRED CORE COURSES on page 1</b><br><b>TE THE FOLLOWING REQUIRED CO</b><br>Microsoft Excel for Windows<br>Microsoft Access for Windows<br>Data Entry – Level 1<br>Data Entry – Level 2<br>Proofreading<br>Customer Service<br>Speed/Accuracy Bldg for Typists<br><b>G-Complete THREE (3) UNITS from th</b><br>Microsoft Office-Specialist   | tes with 5 or fewer errors<br>and at least 98 percent a<br>n <i>in Data Entry</i><br>Subtotal CORE Units<br>OURSES:   | s by the en<br>ccuracy on<br>UNITS<br>9 – 11<br>UNITS<br>3<br>3<br>3<br>1<br>3<br>1<br>1<br>7<br>UNITS<br>3   | In<br>Progress | st within the<br>Complet<br>Grade<br>Complet |
| Typing certificate of a<br>Data entry certificate<br>previous 12 months<br>OMPLETE THE REQU<br>ADDITION, COMPLE<br>CAOTC 41E<br>CAOTC 41E<br>CAOTC 47A<br>CAOTC 250A<br>CAOTC 250B<br>CAOTC 250B<br>CAOTC 263<br>CAOTC 263<br>CAOTT 209AB  | at least 30 words per minute for 5 minute<br>of at least 9,000 keystrokes per hour a<br><b>Concentration</b><br><b>IRED CORE COURSES on page 1</b><br><b>TE THE FOLLOWING REQUIRED CO</b><br>Microsoft Excel for Windows<br>Microsoft Access for Windows<br>Data Entry – Level 1<br>Data Entry – Level 1<br>Data Entry – Level 2<br>Proofreading<br>Customer Service<br>Speed/Accuracy Bldg for Typists<br><b>E-Complete THREE (3) UNITS from th</b><br>Microsoft Office-Specialist<br>Microsoft Word for Windows | tes with 5 or fewer errors<br>and at least 98 percent a<br>n <i>in Data Entry</i><br>Subtotal CORE Units<br>OURSES:   | s by the en<br>ccuracy on<br>UNITS<br>9 – 11<br>UNITS<br>3<br>3<br>3<br>1<br>3<br>1<br>1<br>7<br>UNITS<br>3<br>3<br>3   | In<br>Progress | st within th<br>Complet<br>Grade<br>Complet  |
| Typing certificate of a<br>Data entry certificate<br>previous 12 months<br>OMPLETE THE REQU<br>ADDITION, COMPLE<br>CAOTC 41E<br>CAOTC 41E<br>CAOTC 47A<br>CAOTC 250A<br>CAOTC 250B<br>CAOTC 250B<br>CAOTC 263<br>CAOTC 263<br>CAOTT 209AB  | at least 30 words per minute for 5 minute<br>of at least 9,000 keystrokes per hour a<br><b>Concentration</b><br><b>IRED CORE COURSES on page 1</b><br><b>TE THE FOLLOWING REQUIRED CO</b><br>Microsoft Excel for Windows<br>Microsoft Access for Windows<br>Data Entry – Level 1<br>Data Entry – Level 1<br>Data Entry – Level 2<br>Proofreading<br>Customer Service<br>Speed/Accuracy Bldg for Typists<br><b>E-Complete THREE (3) UNITS from th</b><br>Microsoft Office-Specialist<br>Microsoft Word for Windows | tes with 5 or fewer errors<br>and at least 98 percent a<br><b>in IData Entry</b><br>Subtotal CORE Units<br>OURSES:<br>s<br>Subtotal Units<br><u>he following:</u> | s by the en<br>ccuracy on<br>UNITS<br>9 – 11<br>UNITS<br>3<br>3<br>3<br>1<br>3<br>1<br>17<br>UNITS<br>3<br>3<br>3<br>3<br>3<br>3<br>3<br>3<br>3<br>3<br>1<br>17 | In<br>Progress | st within the<br>Complet                     |

 

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 A.A. Administrative Assistant Concentration = 1170; A.A. Cust. Service Rep. Concentration = 1171
 Published: AUG

 A.A. Computer App. Spec. Concentration = 1122; A.A. Data Entry Concentration = 1130; A.A. Office Asst. Concentration = 1161
 Published: AUG

 Page 3 of 10 Published: AUG 2011 Department phone: 562-938-4904; website: <u>http://www.lbcc.edu/cos</u> Information on this sheet is subject to change without notice. Any updates to this guide are posted at <u>http://osca.lbcc.edu</u>.

| Associate Degree require   | ements continued from the previous       | s page                 |             |          |           |
|----------------------------|--|------------------------|-------------|----------|-----------|
|                            | Concentration in                         | n Office Assistant     |             |          |           |
|                            |  |                        |             | In       | Completed |
|                            |  |                        | UNITS       | Progress | Grade     |
| COMPLETE THE REQU          | RED CORE COURSES on page 1               | Subtotal CORE Units    | 9 – 11      |          |           |
|                            |  |                        |             |          |           |
|                            |  |                        |             |          |           |
|                            |  |                        |             | In       | Completed |
| IN ADDITION, COMPLET       | <u>TE THE FOLLOWING REQUIRED CO</u>      | DURSES:                | UNITS       | Progress | 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 Procedure             | S                      | 1           |          |           |
| CAOTO 261                  | Business English                         |                        | 3           |          |           |
| CAOTO 262                  | Soft Skills for the Workplace            |                        | 1           |          |           |
|                            |  | Subtotal Units         | 15          |          |           |
|                            |  |                        |             |          |           |
|                            |  |                        |             |          |           |
| REQUIRED ELECTIVES         | -Complete THREE (3) UNITS from t         | he following:          | UNITS       |          |           |
| CAOTC 35                   | Microsoft Office-Specialist              |                        | 3           |          |           |
| CAOTC 44D                  | Microsoft PowerPoint for Windo           | WS                     | 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     | 1        |           |
|                            |  | -                      | -           | <u>µ</u> |           |
|                            |  |                        |             |          |           |
| For graduation with an Ass | ociate in Arts (A.A.) Degree with a      | major in Computer & Of | fice Studie | es:      |           |
| -                          |  | · · ·                  |             |          |           |
| 1. Units: Complete a       | a minimum of 60 units, distributed as fe | ollows:                |             |          |           |
|                            | Concentration in Admini                  | strative Assistant: 34 | _ 36 uni    | ite      |           |

| Concentration in Administrative Assistant:         | 34 – 36       | units |
|--|---------------|-------|
| General Education/A.A.:                            | 25            | units |
| Electives/Other Courses:                           | 0 – 1         | units |
| TOTAL:   | 60 - 61       | units |
|  | 00 01         | anno  |
| Concentration in Computer Applications Specialists | 00 00         |       |
| Concentration in Computer Applications Specialist: | 28 – 30       | units |
| General Education/A.A.:                            | 25            | units |
| Electives/Other Courses:                           | 5 – 7         | units |
| TOTAL:   | 60            | units |
|  |               |       |
| Concentration in Customer Service Representative:  | 25 – 27       | units |
| General Education/A.A.:                            | 25            | units |
| Electives/Other Courses:                           | 8 – 10        | units |
| TOTAL:   | 60            | units |
|  |               |       |
| Concentration in Data Entry:                       | 29 – 31       | units |
| General Education/A.A.:                            | 25 - 51       | units |
| Electives/Other Courses:                           | 25<br>4 – 6   |       |
|  |               | units |
| TOTAL:   | 60            | units |
|  |               |       |
| Concentration in Office Assistant:                 | 27 – 29       | units |
| General Education/A.A.:                            | 27 - 29<br>25 | units |
|  |               |       |
| Electives/Other Courses:                           | 6-8           | units |
| TOTAL:   | 60            | units |
|  |               |       |

Associate Degree requirements continue on the following page

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 A.A. Administrative Assistant Concentration = 1170; A.A. Cust. Service Rep. Concentration = 1171
 Published: AUG 2011

 A.A. Computer App. Spec. Concentration = 1122; A.A. Data Entry Concentration = 1130; A.A. Office Asst. Concentration = 1161
 Department phone: 562-938-4904; website: <a href="http://www.lbcc.edu/cos">http://www.lbcc.edu/cos</a>

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- 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).
- 2. **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.
- 3. **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.
- 5. 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.

| concentratio   | on as listed in  | the  |
|----------------|--|--|
| TOTAL<br>UNITS | In<br>Progress   | Completed  |
| 34 – 36        |  |  |
|                | In<br>Progress   | Completed  |
| 28 – 30        |  |  |
|                | In<br>Progress   | Completed  |
| 25 – 27        |  |  |
|                | In<br>Progress   | Completed  |
| 29 – 31        |  |  |
|                | In<br>Progress   | Completed  |
| 27 – 29        |  |  |
|                |  |  |
|                | concentratio<br>TOTAL<br>UNITS<br>34 – 36<br>28 – 30<br>25 – 27<br>29 – 31 | concentration as listed in<br>TOTAL In<br>Progress<br>34 – 36 In<br>Progress<br>28 – 30 In<br>Progress<br>25 – 27 In<br>Progress<br>29 – 31 In<br>Progress |

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 A.A. Administrative Assistant Concentration = 1170; A.A. Cust. Service Rep. Concentration = 1171
 Published: AUG 2011

 A.A. Computer App. Spec. Concentration = 1122; A.A. Data Entry Concentration = 1130; A.A. Office Asst. Concentration = 1161
 Department phone: 562-938-4904; website: <a href="http://www.lbcc.edu/cos">http://www.lbcc.edu/cos</a>

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

- 1. Scholarship: Complete each of the required courses for the specific field of concentration with a grade of "C" or better.
- 2. 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.

3. 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 Seque          | ence for the | e Concentration in Administrative Assistant     |              |
|--------------------------|--------------|---|--------------|
| First Semester           | Units        | Second Semester                                 | Units        |
| 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        |
|                          |              |   |              |
| Third Semester           | <u>Units</u> | Fourth Semester                                 | <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           |
|                          |              | ncentration in Computer Applications Specialist |              |
| First Semester           | <u>Units</u> | Second Semester                                 | <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        |
| Third Semester           | <u>Units</u> | Fourth Semester                                 | <u>Units</u> |
| CAOTC 47A                | 3            | CAOT Elective(s)                                | 3            |
| CAOTC 35                 | 3            | General Education Course                        | 3            |
|                          |              |   |              |

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 A.A. Administrative Assistant Concentration = 1170; A.A. Cust. Service Rep. Concentration = 1171
 Published: AUG 2011

 A.A. Computer App. Spec. Concentration = 1122; A.A. Data Entry Concentration = 1130; A.A. Office Asst. Concentration = 1161
 Department phone: 562-938-4904; website: <a href="http://www.lbcc.edu/cos">http://www.lbcc.edu/cos</a>

 Information on this sheet is subject to change without notice. Any updates to this guide are posted at <a href="http://osca.lbcc.edu">http://osca.lbcc.edu</a>.

| General Education Course<br>General Education Course  | 3  | General Education Course   | 3  |
|---|--|--|--|
|   | 3-4  | Elective Course  | 4  |
| General Education Course Semester Total   | <u>3</u><br>15-16  | Elective Course<br>Semester Total  | <u>3</u><br>16   |
|   |  |  | 10   |
|   |  | ncentration in Customer Service Representative   | 11   |
| First Semester  | <u>Units</u>   | Second Semester  | Unit   |
| CAOTC 31A   | 2  | CAOTC 34   | 3  |
| CAOTC 45  | 2  | CAOTO 250A   | 3  |
| CAOTT 200 or 233  | 1-3  | CAOTO 15   | 3  |
| General Education Course  | 2-3  | CAOTO 260  | 1  |
| General Education Course  | 2-3  | General Education Course   | 3  |
| Elective Course   | 3  | General Education Course   | 2-3  |
| Semester Total  | 12-16  | Semester Total   | 15-1   |
|   |  |  |  |
| <u>Third Semester</u>   | <u>Units</u>   | Fourth Semester  | Units  |
| CAOTC 250B  | 3  | CAOT Elective(s)   | 3  |
| CAOTO 262   | 3  | General Education Course   | 3  |
| CAOTO 263   | 1  | General Education Course   | 3  |
| CAOT Elective   | 0-1  | General Education Course   | 2-3  |
| General Education Course  | 3-4  | Elective Course  | 2-3  |
| General Education Course  | 3-4  | Elective Course  | 2-3  |
|   | -  |  | ∠-3  |
| General Education Course  | 1-3  |  |  |
| Elective Course Semester Total  | 1-2<br>15-17   | Semester Total   | 16-1   |
|   |  |  |  |
| First Semester  | d Sequend<br>Units   | e for the <b>Concentration in Data Entry</b><br>Second Semester  | Unit   |
| CAOTC 31A   | 2  | CAOTC 34   | 3  |
|   |  |  |  |
| CAOTC 250A  | 3  | CAOTC 41E  | 3  |
| CAOTT 200 or 233  | 1-3  | CAOTC 250B   | 3  |
| General Education Course  | 3  | CAOTO 15   | 3  |
| General Education Course  | 3  | General Education Course   | 2-3  |
| General Education Course  | 2-3  | General Education Course   | 1-3  |
| Semester Total  | 14-17  | Semester Total   | 15-1   |
| Third Semester  | <u>Units</u>   | Fourth Semester  | Unit   |
|   | 3  | CAOTO 216  | 1  |
| CAOTC 47A   |  | CAOTT 209AB  | 1  |
|   | 1  |  |  |
| CAOTO 216   | 1<br>3   |  | З  |
| CAOTO 216<br>CAOTO 263  | 3  | CAOT Elective(s)   | 3<br>3-4   |
| CAOTO 216<br>CAOTO 263<br>General Education Course  | 3<br>3-4   | CAOT Elective(s)<br>General Education Course   | 3-4  |
| CAOTO 216<br>CAOTO 263<br>General Education Course<br>General Education Course  | 3<br>3-4<br>2-3  | CAOT Elective(s)<br>General Education Course<br>General Education Course   | 3-4<br>3   |
| CAOTO 216<br>CAOTO 263<br>General Education Course<br>General Education Course<br>Elective Course   | 3<br>3-4<br>2-3<br>3   | CAOT Elective(s)<br>General Education Course<br>General Education Course<br>Elective Course  | 3-4<br>3<br>3  |
| CAOTO 216<br>CAOTO 263<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total   | 3<br>3-4<br>2-3<br>3<br><b>15-17</b>   | CAOT Elective(s)<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total  | 3-4<br>3<br>3  |
| CAOTO 216<br>CAOTO 263<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total<br>Suggested So   | 3<br>3-4<br>2-3<br>3<br><b>15-17</b><br>equence f  | CAOT Elective(s)<br>General Education Course<br>General Education Course<br><u>Elective Course</u><br>Semester Total<br>or the Concentration in Office Assistant   | 3-4<br>3<br>3<br><b>14-1</b>   |
| CAOTO 216<br>CAOTO 263<br>General Education Course<br>General Education Course<br><u>Elective Course</u><br>Semester Total<br>Suggested Se<br>First Semester  | 3<br>3-4<br>2-3<br>3<br><b>15-17</b><br>equence f<br><u>Units</u>  | CAOT Elective(s)<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total<br>or the Concentration in Office Assistant<br>Second Semester   | 3-4<br>3<br>3<br>14-1<br><u>Unit</u>   |
| Suggested Se<br>First Semester<br>CAOTC 31A   | 3<br>3-4<br>2-3<br>3<br><b>15-17</b><br>equence f<br><u>Units</u><br>2   | CAOT Elective(s)<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total<br>or the Concentration in Office Assistant<br>Second Semester<br>CAOTC 41E  | 3-4<br>3<br>14-1<br><u>Unit</u><br>3   |
| CAOTO 216<br>CAOTO 263<br>General Education Course<br><u>Elective Course</u><br>Semester Total<br>Suggested Se<br>First Semester<br>CAOTC 31A<br>CAOTC 39A  | 3<br>3-4<br>2-3<br>3<br><b>15-17</b><br>equence f<br><u>Units</u><br>2<br>3  | CAOT Elective(s)<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total<br>or the Concentration in Office Assistant<br>Second Semester<br>CAOTC 41E<br>CAOTC 45  | 3-4<br>3<br>14-1<br><u>Unit</u><br>3<br>2  |
| CAOTO 216<br>CAOTO 263<br>General Education Course<br><u>Elective Course</u><br>Semester Total<br>Suggested Se<br>First Semester<br>CAOTC 31A<br>CAOTC 39A<br>CAOTT 200 or 233  | 3<br>3-4<br>2-3<br>3<br><b>15-17</b><br>equence f<br><u>Units</u><br>2<br>3<br>1-3   | CAOT Elective(s)<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total<br>or the Concentration in Office Assistant<br>Second Semester<br>CAOTC 41E<br>CAOTC 45<br>CAOTO 15  | 3-4<br>3<br>14-1<br><u>Unit</u><br>3<br>2<br>3   |
| CAOTO 216<br>CAOTO 263<br>General Education Course<br><u>Elective Course</u><br>Semester Total<br>Suggested Se<br>First Semester<br>CAOTC 31A<br>CAOTC 39A<br>CAOTT 200 or 233<br>General Education Course  | 3<br>3-4<br>2-3<br>3<br><b>15-17</b><br>equence f<br><u>Units</u><br>2<br>3<br>1-3<br>3  | CAOT Elective(s)<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total<br>or the Concentration in Office Assistant<br>Second Semester<br>CAOTC 41E<br>CAOTC 41E<br>CAOTC 45<br>CAOTO 15<br>CAOTO 214  | 3-4<br>3<br>14-1<br><u>Unit</u><br>3<br>2<br>3<br>1  |
| CAOTO 216<br>CAOTO 263<br>General Education Course<br><u>Elective Course</u><br>Semester Total<br>Suggested Se<br>First Semester<br>CAOTC 31A<br>CAOTC 39A<br>CAOTT 200 or 233<br>General Education Course<br>General Education Course  | 3<br>3-4<br>2-3<br>3<br><b>15-17</b><br>equence f<br><u>Units</u><br>2<br>3<br>1-3<br>3<br>3<br>3  | CAOT Elective(s)<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total<br>or the Concentration in Office Assistant<br>Second Semester<br>CAOTC 41E<br>CAOTC 41E<br>CAOTC 45<br>CAOTO 15<br>CAOTO 214<br>General Education Course  | 3-4<br>3<br><b>14-1</b><br><b>Unit</b><br>3<br>2<br>3<br>1<br>2-3                            |
| CAOTO 216<br>CAOTO 263<br>General Education Course<br><u>Elective Course</u><br>Semester Total<br>Suggested Se<br>First Semester<br>CAOTC 31A<br>CAOTC 39A<br>CAOTT 200 or 233<br>General Education Course<br>General Education Course  | 3<br>3-4<br>2-3<br>3<br><b>15-17</b><br>equence f<br><u>Units</u><br>2<br>3<br>1-3<br>3  | CAOT Elective(s)<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total<br>or the Concentration in Office Assistant<br>Second Semester<br>CAOTC 41E<br>CAOTC 41E<br>CAOTC 45<br>CAOTO 15<br>CAOTO 15<br>CAOTO 214<br>General Education Course<br>General Education Course  | 3-4<br>3<br><b>14-1</b><br><b>Unit</b><br>3<br>2<br>3<br>1<br>2-3                            |
| CAOTO 216<br>CAOTO 263<br>General Education Course<br><u>Elective Course</u><br>Semester Total<br>Suggested Se<br>First Semester<br>CAOTC 31A<br>CAOTC 39A<br>CAOTT 200 or 233<br>General Education Course<br>General Education Course  | 3<br>3-4<br>2-3<br>3<br><b>15-17</b><br>equence f<br><u>Units</u><br>2<br>3<br>1-3<br>3<br>3<br>3<br>3<br>3  | CAOT Elective(s)<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total<br>or the Concentration in Office Assistant<br>Second Semester<br>CAOTC 41E<br>CAOTC 41E<br>CAOTC 45<br>CAOTO 15<br>CAOTO 15<br>CAOTO 214<br>General Education Course<br>General Education Course<br>Elective Course   | 3-4<br>3<br>14-1<br><u>Unit</u><br>3<br>2<br>3<br>1<br>2-3<br>2-3<br>2-3                     |
| CAOTO 216<br>CAOTO 263<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total<br>Suggested Se<br>First Semester<br>CAOTC 31A<br>CAOTC 39A<br>CAOTC 39A<br>CAOTT 200 or 233<br>General Education Course<br>General Education Course<br>General Education Course<br>Semester Total  | 3<br>3-4<br>2-3<br>3<br><b>15-17</b><br>equence f<br><u>Units</u><br>2<br>3<br>1-3<br>3<br>3<br>3<br>3<br>3<br><b>15-17</b>  | CAOT Elective(s)<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total<br>or the Concentration in Office Assistant<br>Second Semester<br>CAOTC 41E<br>CAOTC 41E<br>CAOTC 45<br>CAOTO 15<br>CAOTO 214<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total   | 3-4<br>3<br>14-1<br><u>Unit</u><br>3<br>2<br>3<br>1<br>2-3<br>2-3<br>2-3<br>2-3<br>15-1      |
| CAOTO 216<br>CAOTO 263<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total<br>Suggested Se<br>First Semester<br>CAOTC 31A<br>CAOTC 39A<br>CAOTC 39A<br>CAOTT 200 or 233<br>General Education Course<br>General Education Course<br>General Education Course<br>Semester Total  | 3<br>3-4<br>2-3<br>3<br><b>15-17</b><br>equence f<br><u>Units</u><br>2<br>3<br>1-3<br>3<br>3<br>3<br>3<br>3  | CAOT Elective(s)<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total<br>or the Concentration in Office Assistant<br>Second Semester<br>CAOTC 41E<br>CAOTC 41E<br>CAOTC 45<br>CAOTO 15<br>CAOTO 15<br>CAOTO 214<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total   | 3-4<br>3<br>14-1<br><u>Unit</u><br>3<br>2<br>3<br>1<br>2-3<br>2-3<br>2-3<br>2-3<br>15-1      |
| CAOTO 216<br>CAOTO 263<br>General Education Course<br><u>Elective Course</u><br>Semester Total<br>Suggested Se<br>First Semester<br>CAOTC 31A<br>CAOTC 39A<br>CAOTT 200 or 233<br>General Education Course<br>General Education Course<br>General Education Course<br>Semester Total<br>Third Semester  | 3<br>3-4<br>2-3<br>3<br><b>15-17</b><br>equence f<br><u>Units</u><br>2<br>3<br>1-3<br>3<br>3<br>3<br>3<br>3<br><b>15-17</b>  | CAOT Elective(s)<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total<br>or the Concentration in Office Assistant<br>Second Semester<br>CAOTC 41E<br>CAOTC 41E<br>CAOTC 45<br>CAOTO 15<br>CAOTO 214<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total   | 3-4<br>3<br>14-1<br><u>Unit</u><br>3<br>2<br>3<br>1<br>2-3<br>2-3<br>2-3<br>2-3<br>15-1      |
| CAOTO 216<br>CAOTO 263<br>General Education Course<br><u>General Education Course</u><br><u>Elective Course</u><br>Semester Total<br>Suggested Se<br>First Semester<br>CAOTC 31A<br>CAOTC 39A<br>CAOTC 39A<br>CAOTT 200 or 233<br>General Education Course<br>General Education Course<br>General Education Course<br>Semester Total<br><u>Semester Total</u>                         | 3<br>3-4<br>2-3<br>3<br><b>15-17</b><br>equence f<br><u>Units</u><br>2<br>3<br>1-3<br>3<br>3<br>3<br>3<br>1-3<br>3<br>3<br>1-3<br>3<br>1-3<br>3<br>1-3<br>3<br>1-3<br>3<br>1-3   | CAOT Elective(s)<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total<br>or the Concentration in Office Assistant<br>Second Semester<br>CAOTC 41E<br>CAOTC 41E<br>CAOTC 45<br>CAOTO 15<br>CAOTO 214<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total<br>Fourth Semester<br>CAOTO 260   | 3-4<br>3<br>14-1<br>3<br>2<br>3<br>1<br>2-3<br>2-3<br>2-3<br>15-1<br><u>Unit</u>             |
| CAOTO 216<br>CAOTO 263<br>General Education Course<br><u>General Education Course</u><br><u>Elective Course</u><br>Semester Total<br>Suggested Se<br>First Semester<br>CAOTC 31A<br>CAOTC 39A<br>CAOTT 200 or 233<br>General Education Course<br>General Education Course<br>General Education Course<br>Semester Total<br><u>Third Semester</u><br>CAOTC 34<br>CAOTC 216             | 3<br>3-4<br>2-3<br>3<br><b>15-17</b><br>equence f<br><u>Units</u><br>3<br>1-3<br>3<br>3<br>3<br>1-3<br>3<br>3<br>1-3<br>3<br>3<br>1-3<br>3<br>3<br>1-3<br>3<br>3<br>1-3<br>3<br>3<br>1-3<br>3<br>1<br>3<br>1             | CAOT Elective(s)<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total<br>or the Concentration in Office Assistant<br>Second Semester<br>CAOTC 41E<br>CAOTC 41E<br>CAOTC 45<br>CAOTO 15<br>CAOTO 214<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total<br>Fourth Semester<br>CAOTO 260<br>CAOTO 262  | 3-4<br>3<br>3<br>14-1<br>3<br>2<br>3<br>1<br>2-3<br>2-3<br>2-3<br>2-3<br>15-1<br>1<br>1<br>1 |
| CAOTO 216<br>CAOTO 263<br>General Education Course<br><u>Elective Course</u><br>Semester Total<br>Suggested Se<br>First Semester<br>CAOTC 31A<br>CAOTC 39A<br>CAOTT 200 or 233<br>General Education Course<br>General Education Course<br>General Education Course<br>Semester Total<br>Third Semester<br>CAOTC 34<br>CAOTC 34<br>CAOTO 216<br>CAOTO 261                              | 3<br>3-4<br>2-3<br>3<br><b>15-17</b><br>equence f<br><u>Units</u><br>3<br>1-3<br>3<br>3<br>3<br>1-3<br>3<br>3<br>1-3<br>3<br>3<br>1-3<br>3<br>3<br>1-3<br>3<br>3<br>1-3<br>3<br>3<br>1-3<br>3<br>3<br>1-3<br>3<br>3<br>3 | CAOT Elective(s)<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total<br>or the Concentration in Office Assistant<br>Second Semester<br>CAOTC 41E<br>CAOTC 41E<br>CAOTC 45<br>CAOTO 15<br>CAOTO 214<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total<br>Fourth Semester<br>CAOTO 260<br>CAOTO 262<br>CAOT Elective(s)                            | 3-4<br>3<br>3<br>14-1<br>3<br>2<br>3<br>1<br>2-3<br>2-3<br>2-3<br>15-1<br>1<br>1<br>3        |
| CAOTO 216<br>CAOTO 263<br>General Education Course<br><u>Elective Course</u><br>Semester Total<br>Suggested Se<br>First Semester<br>CAOTC 31A<br>CAOTC 39A<br>CAOTT 200 or 233<br>General Education Course<br>General Education Course<br>General Education Course<br>Semester Total<br>Third Semester<br>CAOTC 34<br>CAOTC 216<br>CAOTO 216<br>CAOTO 261<br>General Education Course | 3<br>3-4<br>2-3<br>3<br><b>15-17</b><br>equence f<br><u>Units</u><br>3<br>1-3<br>3<br>3<br>3<br>1-3<br>3<br>3<br>1-3<br>3<br>3<br>1-3<br>3<br>3<br>3<br>1-3<br>3<br>3<br>3   | CAOT Elective(s)<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total<br>or the Concentration in Office Assistant<br>Second Semester<br>CAOTC 41E<br>CAOTC 45<br>CAOTC 45<br>CAOTO 15<br>CAOTO 214<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total<br>Fourth Semester<br>CAOTO 260<br>CAOTO 262<br>CAOT Elective(s)<br>General Education Course | 3-4<br>3<br>3<br>14-1<br><u>Unit</u><br>3<br>2-3<br>2-3<br>2-3<br>15-1<br>1<br>1<br>3<br>4   |
| CAOTO 216<br>CAOTO 263<br>General Education Course<br><u>Elective Course</u><br>Semester Total<br>Suggested Se<br>First Semester<br>CAOTC 31A<br>CAOTC 39A<br>CAOTT 200 or 233<br>General Education Course<br>General Education Course<br>General Education Course<br>Semester Total<br>Third Semester<br>CAOTC 34<br>CAOTC 34<br>CAOTO 216<br>CAOTO 261                              | 3<br>3-4<br>2-3<br>3<br><b>15-17</b><br>equence f<br><u>Units</u><br>3<br>1-3<br>3<br>3<br>3<br>1-3<br>3<br>3<br>1-3<br>3<br>3<br>1-3<br>3<br>3<br>1-3<br>3<br>3<br>1-3<br>3<br>3<br>1-3<br>3<br>3<br>1-3<br>3<br>3<br>3 | CAOT Elective(s)<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total<br>or the Concentration in Office Assistant<br>Second Semester<br>CAOTC 41E<br>CAOTC 41E<br>CAOTC 45<br>CAOTO 15<br>CAOTO 214<br>General Education Course<br>General Education Course<br>Elective Course<br>Semester Total<br>Fourth Semester<br>CAOTO 260<br>CAOTO 262<br>CAOT Elective(s)                            | 3-4<br>3<br>3<br>14-1<br><u>Unit</u><br>3<br>2-3<br>2-3<br>2-3<br>15-1<br>1<br>1<br>3        |

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 A.A. Administrative Assistant Concentration = 1170; A.A. Cust. Service Rep. Concentration = 1171
 Published: AUG 2011

 A.A. Computer App. Spec. Concentration = 1122; A.A. Data Entry Concentration = 1130; A.A. Office Asst. Concentration = 1161
 Department phone: 562-938-4904; website: <a href="http://www.lbcc.edu/cos">http://www.lbcc.edu/cos</a>

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## Programs of study leading to: Certificates of Accomplishment

|  |   |  | In             | Completed          |
|--|---|--|----------------|--------------------|
| REQUIRED COURSES   |   | UNITS  | Progress       | Grade              |
| CAOTC 39A M  | licrosoft Word for Windows  | 3  |                |                    |
| CAOTC 44D N  | licrosoft PowerPoint for Windows  | 2  |                |                    |
| CAOTO 15 E   | Business Communications   | 3  |                |                    |
| CAOTO 261 E  | Business English  | 3  |                |                    |
| CAOTO 262 S  | Soft Skills for the Workplace   | 1  |                |                    |
| CAOTT 233  | Keyboarding   | 1  |                |                    |
|  | TOTAL UNIT  | <b>`S</b> 13   |                |                    |
| Certificate: Basic Computir  | ng and Internet Literacy 4095   |  |                | -                  |
| REQUIRED COURSES   |   | UNITS  | In<br>Progress | Completed<br>Grade |
|  |   |  | Flogress       | Glade              |
|  | ntroduction to Computers & Applications   | 3  |                |                    |
|  | Aicrosoft Office-Specialist   | 3  |                |                    |
|  | nternet for Office and Personal Use   | 2  |                |                    |
|  | Discovering Computers   | 1  |                |                    |
|  | Aicrosoft Office-Expert   | 3  |                |                    |
| CAOTT 233 k  | Keyboarding   | 1  |                |                    |
|  | TOTAL UNIT  | <b>`S</b> 13   |                |                    |
| ADDITIONAL REQUIREMENT:<br>Certificate: Basic Compute  | ·   |  | ourses.        |                    |
| -  |   |  | In             | Completed          |
| REQUIRED COURSES   |   | UNITS  | Progress       | Grade              |
|  | Aicrosoft Windows Operating System  | 2  |                |                    |
|  | ntroduction to Computers & Applications   | 3  |                |                    |
|  | Aicrosoft Word for Windows  | 3  |                |                    |
|  | nternet for Office and Personal use   | 2  |                |                    |
|  |   |  |                |                    |
|  | Filing  | 1  |                |                    |
| CAOTO 260 E  | Business Telephone Procedures   | 1  |                |                    |
| CAOTO 260 E  |   |  |                |                    |
| CAOTO 260 E  | Business Telephone Procedures   | 1<br>3   |                |                    |
| CAOTO 260 E<br>CAOTT 200 E   | Business Telephone Procedures<br>Beginning Typing/Keyboarding   | 1<br>3<br><b>'S 15</b>   | with 5 or fewe | errors             |
| CAOTO 260 E<br>CAOTT 200 E<br>ADDITIONAL REQUIREMENT:  | Business Telephone Procedures<br>Beginning Typing/Keyboarding<br>TOTAL UNIT<br>Typing certificate of at least 25 words per minute for<br>completed within the previous 12 months.   | 1<br>3<br><b>'S 15</b>   | with 5 or fewe | r errors           |
| CAOTO 260 E<br>CAOTT 200 E<br>ADDITIONAL REQUIREMENT:<br>Certificate: Basic Custome  | Business Telephone Procedures<br>Beginning Typing/Keyboarding<br>TOTAL UNIT<br>Typing certificate of at least 25 words per minute for<br>completed within the previous 12 months.   | 1<br>3<br><b>-S 15</b><br>or 5 minutes v   | In             | Completed          |
| CAOTO 260 E<br>CAOTT 200 E<br>ADDITIONAL REQUIREMENT:<br>Certificate: Basic Customer<br>REQUIRED COURSES   | Business Telephone Procedures<br>Beginning Typing/Keyboarding<br>TOTAL UNIT<br>Typing certificate of at least 25 words per minute for<br>completed within the previous 12 months.<br>The Service 4069   | 1<br>3<br>TS 15<br>or 5 minutes v<br>UNITS   |                |                    |
| CAOTO 260 E<br>CAOTT 200 E<br>ADDITIONAL REQUIREMENT:<br>Certificate: Basic Customer<br>REQUIRED COURSES<br>CAOTC 250A E   | Business Telephone Procedures<br>Beginning Typing/Keyboarding<br>Typing certificate of at least 25 words per minute for<br>completed within the previous 12 months.<br>The Service 4069<br>Data Entry – Level 1   | 1<br>3<br>5 15<br>or 5 minutes v<br>UNITS<br>3   | In             | Completed          |
| CAOTO 260 E<br>CAOTT 200 E<br>ADDITIONAL REQUIREMENT:<br>Certificate: Basic Customer<br>REQUIRED COURSES<br>CAOTC 250A E<br>CAOTC 250B E   | Business Telephone Procedures<br>Beginning Typing/Keyboarding<br>Typing certificate of at least 25 words per minute for<br>completed within the previous 12 months.<br><b>r Service 4069</b><br>Data Entry – Level 1<br>Data Entry – Level 2  | 1<br>3<br>5 15<br>or 5 minutes v<br>UNITS<br>3<br>3  | In             | Completed          |
| CAOTO 260 E<br>CAOTT 200 E<br>ADDITIONAL REQUIREMENT:<br>Certificate: Basic Customer<br>REQUIRED COURSES<br>CAOTC 250A E<br>CAOTC 250B E<br>CAOTC 250B E<br>CAOTC 214 F  | Business Telephone Procedures<br>Beginning Typing/Keyboarding<br>Typing certificate of at least 25 words per minute for<br>completed within the previous 12 months.<br><b>r Service 4069</b><br>Data Entry – Level 1<br>Data Entry – Level 2<br>Filing  | 1<br>3<br>5 15<br>or 5 minutes v<br>UNITS<br>3<br>3<br>1                                       | In             | Completed          |
| CAOTO 260 E<br>CAOTT 200 E<br>ADDITIONAL REQUIREMENT:<br>Certificate: Basic Customer<br>REQUIRED COURSES<br>CAOTC 250A E<br>CAOTC 250B E<br>CAOTC 250B E<br>CAOTO 214 F<br>CAOTO 260 E                               | Business Telephone Procedures<br>Beginning Typing/Keyboarding<br>Typing certificate of at least 25 words per minute for<br>completed within the previous 12 months.<br><b>r Service 4069</b><br>Data Entry – Level 1<br>Data Entry – Level 2<br>Filing<br>Business Telephone Procedures   | 1<br>3<br><b>TS 15</b><br>or 5 minutes v<br>UNITS<br>3<br>3<br>1<br>1                          | In             | Completed          |
| CAOTO 260 E<br>CAOTT 200 E<br>ADDITIONAL REQUIREMENT:<br>Certificate: Basic Customer<br>REQUIRED COURSES<br>CAOTC 250A E<br>CAOTC 250B E<br>CAOTC 250B E<br>CAOTO 214 F<br>CAOTO 260 E<br>CAOTO 262 S                | Business Telephone Procedures<br>Beginning Typing/Keyboarding<br>Typing certificate of at least 25 words per minute for<br>completed within the previous 12 months.<br><b>r Service 4069</b><br>Data Entry – Level 1<br>Data Entry – Level 2<br>Filing<br>Business Telephone Procedures<br>Soft Skills for the Workplace                                    | 1<br>3<br><b>TS 15</b><br>or 5 minutes v<br>UNITS<br>3<br>3<br>1<br>1<br>1<br>1                | In             | Completed          |
| CAOTO 260 E<br>CAOTT 200 E<br>ADDITIONAL REQUIREMENT:<br>Certificate: Basic Customed<br>REQUIRED COURSES<br>CAOTC 250A E<br>CAOTC 250B E<br>CAOTC 250B E<br>CAOTO 214 F<br>CAOTO 260 E<br>CAOTO 262 S<br>CAOTO 263 C | Business Telephone Procedures<br>Beginning Typing/Keyboarding<br>Typing certificate of at least 25 words per minute for<br>completed within the previous 12 months.<br><b>r Service 4069</b><br>Data Entry – Level 1<br>Data Entry – Level 2<br>Filing<br>Business Telephone Procedures<br>Boft Skills for the Workplace<br>Customer Service                | 1<br>3<br><b>TS 15</b><br>or 5 minutes v<br>UNITS<br>3<br>1<br>1<br>1<br>1<br>3                | In             | Completed          |
| CAOTO 260 E<br>CAOTT 200 E<br>ADDITIONAL REQUIREMENT:<br>Certificate: Basic Customer<br>REQUIRED COURSES<br>CAOTC 250A E<br>CAOTC 250B E<br>CAOTC 250B E<br>CAOTO 214 F<br>CAOTO 260 E<br>CAOTO 262 S<br>CAOTO 263 C | Business Telephone Procedures<br>Beginning Typing/Keyboarding<br>Typing certificate of at least 25 words per minute for<br>completed within the previous 12 months.<br><b>r Service 4069</b><br>Data Entry – Level 1<br>Data Entry – Level 2<br>Filing<br>Business Telephone Procedures<br>Soft Skills for the Workplace                                    | 1<br>3<br><b>TS 15</b><br>or 5 minutes v<br><b>UNITS</b><br>3<br>3<br>1<br>1<br>1<br>1         | In             | Completed          |
| CAOTO 260 E<br>CAOTT 200 E<br>ADDITIONAL REQUIREMENT:<br>Certificate: Basic Customed<br>REQUIRED COURSES<br>CAOTC 250A E<br>CAOTC 250B E<br>CAOTC 250B E<br>CAOTO 214 F<br>CAOTO 260 E<br>CAOTO 262 S<br>CAOTO 263 C | Business Telephone Procedures<br>Beginning Typing/Keyboarding<br>Typing certificate of at least 25 words per minute for<br>completed within the previous 12 months.<br><b>r Service 4069</b><br>Data Entry – Level 1<br>Data Entry – Level 2<br>Filing<br>Business Telephone Procedures<br>Boft Skills for the Workplace<br>Customer Service                | 1<br>3<br><b>TS 15</b><br>or 5 minutes v<br>UNITS<br>3<br>1<br>1<br>1<br>3<br>1<br>3<br>1      | In             | Completed          |
| CAOTO 260 E<br>CAOTT 200 E<br>ADDITIONAL REQUIREMENT:<br>Certificate: Basic Customed<br>REQUIRED COURSES<br>CAOTC 250A E<br>CAOTC 250B E<br>CAOTC 250B E<br>CAOTO 214 F<br>CAOTO 260 E<br>CAOTO 262 S<br>CAOTO 263 C | Business Telephone Procedures<br>Beginning Typing/Keyboarding<br>Typing certificate of at least 25 words per minute for<br>completed within the previous 12 months.<br><b>r Service 4069</b><br>Data Entry – Level 1<br>Data Entry – Level 2<br>Filing<br>Business Telephone Procedures<br>Soft Skills for the Workplace<br>Customer Service<br>Keyboarding | 1<br>3<br><b>TS 15</b><br>or 5 minutes v<br>UNITS<br>3<br>1<br>1<br>1<br>3<br>1<br>5<br>1<br>3 | In<br>Progress | Completed<br>Grade |

 COMPUTER & OFFICE STUDIES 2011-2012
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 A.A. Administrative Assistant Concentration = 1170; A.A. Cust. Service Rep. Concentration = 1171
 Published: AUG 2011

 A.A. Computer App. Spec. Concentration = 1122; A.A. Data Entry Concentration = 1130; A.A. Office Asst. Concentration = 1161
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| Certificate: Basic Data Er  | ntry 4071  |                    |  |                | O a man la ta d                           |
|---|--|--------------------|--|----------------|---|
| REQUIRED COURSES  |  |                    | UNITS                                  | In<br>Progress | Completed<br>Grade                        |
|   |  |                    |  | Flogless       | Grade                                     |
| CAOTC 47A<br>CAOTC 250A   | Microsoft Access for Windows   |                    | 3                                      |                |   |
| CAOTC 250A<br>CAOTC 250B  | Data Entry – Level 1<br>Data Entry – Level 2   |                    | 3<br>3                                 |                |   |
| CAOTE 250B<br>CAOTT 209AB   | Speed and Accuracy   |                    | 3<br>1:1                               |                |   |
| CAOTT 233   | Keyboarding  |                    | 1.1                                    |                |   |
| 04011233  | Reyboarding  | TOTAL UNITS        | ,<br>11                                |                |   |
|   |  | TOTAL UNITS        | 11                                     |                |   |
| ADDITIONAL REQUIREMENT  | <ul> <li>Typing certificate of a least 40 word completed with the previous 12 mc</li> <li>Data entry certificate of 9,000 strol</li> </ul> | onths.             |  |                |   |
|   | previous 12 months.  |                    |  |                |   |
|   | This certificate requires a 3.0 minir  | num GPA in the cer | tificate cou                           | urses.         |   |
| Certificate: Basic Word P   | Processing 4076  |                    |  |                |   |
|   | -  |                    |  | In             | Completed                                 |
| REQUIRED COURSES  |  |                    | UNITS                                  | Progress       | Grade                                     |
| CAOTC 39A   | Microsoft Word for Windows   |                    | 3                                      |                |   |
| Complete ONE of the fo  | llowing  |                    |  |                |   |
| 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 mini   | mum GPA in the cer | rtificate co                           | urses.         |   |
| Certificate: Basic Spread<br>REQUIRED COURSES<br>CAOTC 41E<br>Complete ONE of the fo<br>CAOTO 15<br>CAOTO 233 | Microsoft Excel for Windows  | TOTAL UNITS        | <b>UNITS</b><br>3<br>1<br><b>4 - 6</b> | In<br>Progress | Completed<br>Grade                        |
| ADDITIONAL REQUIREMENT  | This certificate requires a 3.0 mini   | mum GPA in the ce  | rtificate co                           | urses.         |   |
|   |  |                    |  |                |   |
| Certificate: Basic Presen   | tations 4110   |                    |  | l              | Completed                                 |
| REQUIRED COURSES  |  |                    | UNITS                                  | In<br>Brogross | Completed<br>Grade                        |
|   |  |                    |  | Progress       | Grade                                     |
| CAOTC 44D   | Microsoft PowerPoint for Windows   |                    | 2                                      | -              |   |
| Complete ONE of the fo  | -  |                    | ~                                      |                |   |
| 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 minir  | num GPA in the cer | tificate co                            | urses.         |   |
|   | ent continue on the following page   |                    |  |                |   |
|   | ES 2011-2012<br>ncentration = 1170; A.A. Cust. Service Re<br>Intration = 1122; A.A. Data Entry Concent                                     |                    |  |                | Page 9 of 10<br>ned: AUG 2011<br>a = 1161 |

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| Certificates of Accomplishm  | ent continued from the previous page   |             |            |                |                    |
|--|--|-------------|------------|----------------|--------------------|
| Certificate: Basic Databa  | ses 4080   |             |            |                |                    |
| REQUIRED COURSES   |  |             | UNITS      | In<br>Progress | Completed<br>Grade |
| CAOTC 47A  | Microsoft Access for Windows   |             | 3          |                |                    |
| Complete ONE of the fe   | ollowing   |             |            |                |                    |
| CAOTO 15   | Business Communications  |             | 3          |                |                    |
| CAOTO 262  | Soft Skills for the Workplace  |             | 1          |                |                    |
|  |  | TOTAL UNITS | 4 – 6      |                |                    |
|  |  |             |            |                |                    |
| Certificate: Microsoft Off   | lice 4077  |             | UNITS      | In<br>Progress | Completed<br>Grade |
|  |  |             | UNITS<br>3 |                |                    |
| REQUIRED COURSES   | <b>ice 4077</b><br>Microsoft Office - Specialist<br>Microsoft Office - Expert                            |             | •••••      |                |                    |
| REQUIRED COURSES<br>CAOTC 35<br>CAOTC 235  | Microsoft Office - Specialist<br>Microsoft Office - Expert   |             | 3          |                |                    |
| REQUIRED COURSES<br>CAOTC 35   | Microsoft Office - Specialist<br>Microsoft Office - Expert   |             | 3          |                |                    |
| REQUIRED COURSES<br>CAOTC 35<br>CAOTC 235<br>Complete ONE of the fe              | Microsoft Office - Specialist<br>Microsoft Office - Expert<br>bllowing                                   |             | 3<br>3     |                |                    |
| REQUIRED COURSES<br>CAOTC 35<br>CAOTC 235<br>Complete ONE of the for<br>CAOTO 15 | Microsoft Office - Specialist<br>Microsoft Office - Expert<br><b>bllowing</b><br>Business Communications | TOTAL UNITS | 3<br>3     |                |                    |

For graduation with a Certificate of Accomplishment:

- 1. Scholarship: Complete each of the required courses with a grade of "C" or better.
- 2. **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.
- 3. 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.

- 1. Achieve person and professional development and responsibility for entering the job market.
- 2. 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

Demonstrate keyboarding and proofreading skills to create, format, save, edit, and check for accuracy in a variety of business and academic documents.