

# **COMPUTER & OFFICE TECHNOLOGY**

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

## Curriculum Guide for Academic Year 2011-2012

### Table of Contents:

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

#### **Contact Information**

For more information regarding courses, go to <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: . <b>rts (A.A.) Degree</b>			
	Required Core Classe		trations		
	•		UNITS	In Progress	Completed 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 Progress	Completed Grade
COMPLETE THE REQUIRED		Subtotal CORE Units			
COMPLETE THE REQUIRED			UNITS		
	CORE COURSES		UNITS 9 – 11		
CAOTC 39A CAOTC 41E CAOTC 44D	CORE COURSES	Subtotal CORE Units	<b>UNITS</b> 9 – 11 3 3 2		
CAOTC 39A CAOTC 41E CAOTC 44D CAOTC 45	CORE COURSES Microsoft Word for Windows Microsoft Excel for Windows Microsoft PowerPoint for Wind Internet for Office and Persona	Subtotal CORE Units lows al Use	<b>UNITS</b> 9 – 11 3 2 2		
CAOTC 39A CAOTC 41E CAOTC 44D	CORE COURSES Microsoft Word for Windows Microsoft Excel for Windows Microsoft PowerPoint for Wind	Subtotal CORE Units lows al Use	<b>UNITS</b> 9 – 11 3 3 2		
CAOTC 39A CAOTC 41E CAOTC 44D CAOTC 45 CAOTC 215A	CORE COURSES Microsoft Word for Windows Microsoft Excel for Windows Microsoft PowerPoint for Wind Internet for Office and Persona	Subtotal CORE Units	<b>UNITS</b> 9 – 11 3 2 2		
CAOTC 39A CAOTC 41E CAOTC 44D CAOTC 45 CAOTC 215A	CORE COURSES Microsoft Word for Windows Microsoft Excel for Windows Microsoft PowerPoint for Windows Internet for Office and Persona Microsoft Outlook for Windows	Subtotal CORE Units	<b>UNITS</b> 9 – 11 3 2 2		
CAOTC 39A CAOTC 41E CAOTC 44D CAOTC 45 CAOTC 215A Associate Degree requiremen COMPUTER & OFFICE STUD A.A. Administrative Assistant Co	CORE COURSES Microsoft Word for Windows Microsoft Excel for Windows Microsoft PowerPoint for Windows Internet for Office and Persona Microsoft Outlook for Windows	Subtotal CORE Units ows al Use bage:	UNITS 9 – 11 3 2 2 2 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 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 Typing certificate of at lea Ten-key certificate of at le	5 st 45 words per minute for 5 minutes wi ast 150 keystrokes per minute for 5 mir Concentration in Computer A	nutes with 5 or fewer	errors by	d of the progra the end of the	m program ——
		-		In	Completed
			UNITS	In Progress	Completed Grade
COMPLETE THE REQUIRED	CORE COURSES Subt	otal CORE Units	UNITS 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 CAOTC 35 CAOTC 39A	HE FOLLOWING REQUIRED COURS Microsoft Office-Specialist	otal CORE Units	<b>9 – 11</b> 3 3		
IN ADDITION, COMPLETE T CAOTC 35 CAOTC 39A CAOTC 41E	HE FOLLOWING REQUIRED COURS Microsoft Office-Specialist Microsoft Word for Windows	otal CORE Units	<b>9 – 11</b> 3 3 3		
IN ADDITION, COMPLETE T CAOTC 35 CAOTC 39A CAOTC 41E CAOTC 44D	HE FOLLOWING REQUIRED COURS Microsoft Office-Specialist Microsoft Word for Windows Microsoft Excel for Windows Microsoft PowerPoint for Windows	otal CORE Units	<b>9 – 11</b> 3 3 3 2		
IN ADDITION, COMPLETE T CAOTC 35 CAOTC 39A CAOTC 41E CAOTC 44D CAOTC 47A	HE FOLLOWING REQUIRED COURS Microsoft Office-Specialist Microsoft Word for Windows Microsoft Excel for Windows Microsoft PowerPoint for Windows Microsoft Access for Windows	otal CORE Units	<b>9 – 11</b> 3 3 3 2 3		
IN ADDITION, COMPLETE T CAOTC 35 CAOTC 39A CAOTC 41E CAOTC 44D	HE FOLLOWING REQUIRED COURS Microsoft Office-Specialist Microsoft Word for Windows Microsoft Excel for Windows Microsoft PowerPoint for Windows	otal CORE Units <u>ES:</u>	<b>9 – 11</b> 3 3 3 2 3 2 3 2		
IN ADDITION, COMPLETE T CAOTC 35 CAOTC 39A CAOTC 41E CAOTC 44D CAOTC 47A	HE FOLLOWING REQUIRED COURS Microsoft Office-Specialist Microsoft Word for Windows Microsoft Excel for Windows Microsoft PowerPoint for Windows Microsoft Access for Windows	otal CORE Units	<b>9 – 11</b> 3 3 3 2 3		
IN ADDITION, COMPLETE T CAOTC 35 CAOTC 39A CAOTC 41E CAOTC 44D CAOTC 47A CAOTC 215A	HE FOLLOWING REQUIRED COURS Microsoft Office-Specialist Microsoft Word for Windows Microsoft Excel for Windows Microsoft PowerPoint for Windows Microsoft Access for Windows Microsoft Outlook for Windows	otal CORE Units ES: Subtotal Units	<b>9 – 11</b> 3 3 3 2 3 2 3 2		
IN ADDITION, COMPLETE T CAOTC 35 CAOTC 39A CAOTC 41E CAOTC 44D CAOTC 44D CAOTC 47A CAOTC 215A	HE FOLLOWING REQUIRED COURS Microsoft Office-Specialist Microsoft Word for Windows Microsoft Excel for Windows Microsoft PowerPoint for Windows Microsoft Access for Windows Microsoft Outlook for Windows	otal CORE Units ES: Subtotal Units	9 – 11 3 3 2 3 2 16		
IN ADDITION, COMPLETE T CAOTC 35 CAOTC 39A CAOTC 41E CAOTC 44D CAOTC 44D CAOTC 47A CAOTC 215A REQUIRED ELECTIVES—CO CAOTC 45	HE FOLLOWING REQUIRED COURS Microsoft Office-Specialist Microsoft Word for Windows Microsoft Excel for Windows Microsoft PowerPoint for Windows Microsoft Access for Windows Microsoft Outlook for Windows	otal CORE Units ES: Subtotal Units	<b>9 – 11</b> 3 3 2 3 2 <b>16</b>		
IN ADDITION, COMPLETE T CAOTC 35 CAOTC 39A CAOTC 41E CAOTC 44D CAOTC 44D CAOTC 47A CAOTC 215A REQUIRED ELECTIVES—Co CAOTC 45 CAOTC 211	HE FOLLOWING REQUIRED COURS Microsoft Office-Specialist Microsoft Word for Windows Microsoft Excel for Windows Microsoft PowerPoint for Windows Microsoft Access for Windows Microsoft Outlook for Windows	otal CORE Units ES: Subtotal Units	<b>9 – 11</b> 3 3 2 3 2 <b>16</b> 2 1		
IN ADDITION, COMPLETE T CAOTC 35 CAOTC 39A CAOTC 41E CAOTC 44D CAOTC 44D CAOTC 47A CAOTC 215A REQUIRED ELECTIVES—Co CAOTC 45 CAOTC 211 CAOTO 222	HE FOLLOWING REQUIRED COURS Microsoft Office-Specialist Microsoft Word for Windows Microsoft Excel for Windows Microsoft PowerPoint for Windows Microsoft Access for Windows Microsoft Outlook for Windows Discovering Computers Job Search Skills	otal CORE Units ES: Subtotal Units	<b>9 – 11</b> 3 3 2 3 2 <b>16</b> 2 1 3		
IN ADDITION, COMPLETE T CAOTC 35 CAOTC 39A CAOTC 41E CAOTC 44D CAOTC 44D CAOTC 47A CAOTC 215A REQUIRED ELECTIVES—Co CAOTC 45 CAOTC 211 CAOTO 222 CAOTO 262	HE FOLLOWING REQUIRED COURS Microsoft Office-Specialist Microsoft Word for Windows Microsoft Excel for Windows Microsoft PowerPoint for Windows Microsoft Access for Windows Microsoft Outlook for Windows Discovering Computers Job Search Skills Soft Skills for the Workplace	otal CORE Units ES: Subtotal Units	<b>9 – 11</b> 3 3 2 3 2 <b>16</b> 2 1 3 1		
IN ADDITION, COMPLETE T CAOTC 35 CAOTC 39A CAOTC 41E CAOTC 44D CAOTC 44D CAOTC 47A CAOTC 215A REQUIRED ELECTIVES—Co CAOTC 45 CAOTC 211 CAOTO 222 CAOTO 262 CAOTO 263	HE FOLLOWING REQUIRED COURS Microsoft Office-Specialist Microsoft Word for Windows Microsoft Excel for Windows Microsoft PowerPoint for Windows Microsoft Access for Windows Microsoft Outlook for Windows Discovering Computers Job Search Skills Soft Skills for the Workplace Customer Service	otal CORE Units ES: Subtotal Units	<b>9 – 11</b> <b>3</b> 3 2 3 2 <b>16</b> 2 1 3 1 3		
IN ADDITION, COMPLETE T CAOTC 35 CAOTC 39A CAOTC 41E CAOTC 44D CAOTC 44D CAOTC 47A CAOTC 215A REQUIRED ELECTIVES—Co CAOTC 45 CAOTC 211 CAOTO 222 CAOTO 262	HE FOLLOWING REQUIRED COURS Microsoft Office-Specialist Microsoft Word for Windows Microsoft Excel for Windows Microsoft PowerPoint for Windows Microsoft Access for Windows Microsoft Outlook for Windows Discovering Computers Job Search Skills Soft Skills for the Workplace	otal CORE Units ES: Subtotal Units ollowing:	<b>9 – 11</b> <b>3</b> <b>3</b> <b>3</b> <b>2</b> <b>3</b> <b>2</b> <b>16</b> <b>2</b> <b>1</b> <b>3</b> <b>1</b> <b>3</b> <b>1</b> <b>3</b> <b>1</b> <b>3</b> <b>1</b> <b>3</b> <b>1</b> <b>3</b> <b>1</b> <b>3</b> <b>1</b> <b>1</b> <b>1</b>		
IN ADDITION, COMPLETE T CAOTC 35 CAOTC 39A CAOTC 41E CAOTC 44D CAOTC 44D CAOTC 47A CAOTC 215A REQUIRED ELECTIVES—Co CAOTC 45 CAOTC 211 CAOTO 222 CAOTO 262 CAOTO 263	HE FOLLOWING REQUIRED COURS Microsoft Office-Specialist Microsoft Word for Windows Microsoft Excel for Windows Microsoft PowerPoint for Windows Microsoft Access for Windows Microsoft Outlook for Windows Discovering Computers Job Search Skills Soft Skills for the Workplace Customer Service	otal CORE Units ES: Subtotal Units	<b>9 – 11</b> <b>3</b> 3 2 3 2 <b>16</b> 2 1 3 1 3		
IN ADDITION, COMPLETE T CAOTC 35 CAOTC 39A CAOTC 41E CAOTC 44D CAOTC 44D CAOTC 47A CAOTC 215A REQUIRED ELECTIVES—Co CAOTC 45 CAOTC 211 CAOTO 222 CAOTO 262 CAOTO 263	HE FOLLOWING REQUIRED COURS Microsoft Office-Specialist Microsoft Word for Windows Microsoft Excel for Windows Microsoft PowerPoint for Windows Microsoft Access for Windows Microsoft Outlook for Windows Discovering Computers Job Search Skills Soft Skills for the Workplace Customer Service	otal CORE Units ES: Subtotal Units ollowing:	<b>9 – 11</b> <b>3</b> <b>3</b> <b>3</b> <b>2</b> <b>3</b> <b>2</b> <b>16</b> <b>2</b> <b>1</b> <b>3</b> <b>1</b> <b>3</b> <b>1</b> <b>3</b> <b>1</b> <b>3</b> <b>1</b> <b>3</b> <b>1</b> <b>3</b> <b>1</b> <b>3</b> <b>1</b> <b>1</b> <b>1</b>		
IN ADDITION, COMPLETE T CAOTC 35 CAOTC 39A CAOTC 41E CAOTC 44D CAOTC 44D CAOTC 47A CAOTC 215A REQUIRED ELECTIVES—Co CAOTC 45 CAOTC 211 CAOTO 222 CAOTO 262 CAOTO 263	HE FOLLOWING REQUIRED COURS Microsoft Office-Specialist Microsoft Word for Windows Microsoft Excel for Windows Microsoft PowerPoint for Windows Microsoft Access for Windows Microsoft Outlook for Windows Discovering Computers Job Search Skills Soft Skills for the Workplace Customer Service	otal CORE Units ES: Subtotal Units ollowing:	<b>9 – 11</b> <b>3</b> <b>3</b> <b>3</b> <b>2</b> <b>3</b> <b>2</b> <b>16</b> <b>2</b> <b>1</b> <b>3</b> <b>1</b> <b>3</b> <b>1</b> <b>3</b> <b>1</b> <b>3</b> <b>1</b> <b>3</b> <b>1</b> <b>3</b> <b>1</b> <b>3</b> <b>1</b> <b>1</b> <b>1</b>		
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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 Progress	Complet 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 CAOTO 216	Proofreading Skills		1		
CAOTT 209AB		<b>^</b>	1:1		
MKTG 40	Speed/Accuracy Bldg for Typists Salesmanship	5	3		
MICIG 40	Salesmanship		-		
		Subtotal Units	3		
	ICIES at least 30 words per minute for 5 minu e of at least 9,000 keystrokes per hour a				
Typing certificate of a Data entry certificate	at least 30 words per minute for 5 minu 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 Data entry certificate	at least 30 words per minute for 5 minu 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 Data entry certificate previous 12 months	at least 30 words per minute for 5 minu of at least 9,000 keystrokes per hour a	tes with 5 or fewer errors	s by the en ccuracy on	a 5-minute te	st within the Complet
Typing certificate of a Data entry certificate previous 12 months	at least 30 words per minute for 5 minu e of at least 9,000 keystrokes per hour a <b>Concentration</b> IRED CORE COURSES on page 1	tes with 5 or fewer errors and at least 98 percent a <b>n in Data Entry</b> Subtotal CORE Units	s by the en ccuracy on UNITS 9 – 11	In Progress	st within the Complet Grade Complet
Typing certificate of a Data entry certificate previous 12 months OMPLETE THE REQU	at least 30 words per minute for 5 minu e of at least 9,000 keystrokes per hour a <b>Concentration</b>	tes with 5 or fewer errors and at least 98 percent a <b>n in Data Entry</b> Subtotal CORE Units	s by the en ccuracy on UNITS	a 5-minute te	st within the Complet Grade Complet
Typing certificate of a Data entry certificate previous 12 months	at least 30 words per minute for 5 minu e of at least 9,000 keystrokes per hour a <b>Concentration</b> IRED CORE COURSES on page 1	tes with 5 or fewer errors and at least 98 percent a <b>n in Data Entry</b> Subtotal CORE Units	s by the en ccuracy on UNITS 9 – 11	In Progress	st within th Complet Grade Complet
Typing certificate of a Data entry certificate previous 12 months OMPLETE THE REQU	at least 30 words per minute for 5 minu of at least 9,000 keystrokes per hour a <b>Concentration</b> IRED CORE COURSES on page 1 TE THE FOLLOWING REQUIRED CO	tes with 5 or fewer errors and at least 98 percent a <b>n in Data Entry</b> Subtotal CORE Units	s by the en ccuracy on UNITS 9 – 11 UNITS	In Progress	st within th Complet Grade Complet
Typing certificate of a Data entry certificate previous 12 months OMPLETE THE REQU ADDITION, COMPLE CAOTC 41E	at least 30 words per minute for 5 minute of at least 9,000 keystrokes per hour a <b>Concentration</b> IRED CORE COURSES on page 1 <u>TE THE FOLLOWING REQUIRED CO</u> Microsoft Excel for Windows	tes with 5 or fewer errors and at least 98 percent a <b>n in Data Entry</b> Subtotal CORE Units	s by the en ccuracy on UNITS 9 – 11 UNITS 3	In Progress	st within the Complet Grade Complet
Typing certificate of a Data entry certificate previous 12 months OMPLETE THE REQU ADDITION, COMPLE CAOTC 41E CAOTC 47A	at least 30 words per minute for 5 minute of at least 9,000 keystrokes per hour a <b>Concentration</b> IRED CORE COURSES on page 1 <u>TE THE FOLLOWING REQUIRED CO</u> Microsoft Excel for Windows Microsoft Access for Windows	tes with 5 or fewer errors and at least 98 percent a <b>n in Data Entry</b> Subtotal CORE Units	S by the en CCURACY ON UNITS 9 – 11 UNITS 3 3	In Progress	st within the Complet Grade Complet
Typing certificate of a Data entry certificate previous 12 months OMPLETE THE REQU ADDITION, COMPLE CAOTC 41E CAOTC 41E CAOTC 47A CAOTC 250A	at least 30 words per minute for 5 minute of at least 9,000 keystrokes per hour a <b>Concentration</b> <b>IRED CORE COURSES on page 1</b> <u>TE THE FOLLOWING REQUIRED CO</u> Microsoft Excel for Windows Microsoft Access for Windows Data Entry – Level 1	tes with 5 or fewer errors and at least 98 percent a <b>n in Data Entry</b> Subtotal CORE Units	S by the en CCURACY ON UNITS 9 – 11 UNITS 3 3 3 3	In Progress	st within the Complet Grade Complet
Typing certificate of a Data entry certificate previous 12 months OMPLETE THE REQU ADDITION, COMPLE CAOTC 41E CAOTC 47A CAOTC 250A CAOTC 250B	at least 30 words per minute for 5 minute of at least 9,000 keystrokes per hour a <b>Concentration</b> <b>IRED CORE COURSES on page 1</b> <b>TE THE FOLLOWING REQUIRED CO</b> Microsoft Excel for Windows Microsoft Access for Windows Data Entry – Level 1 Data Entry – Level 2	tes with 5 or fewer errors and at least 98 percent a <b>n in Data Entry</b> Subtotal CORE Units	s by the en ccuracy on UNITS 9 – 11 UNITS 3 3 3 3 3 3	In Progress	st within the Complet Grade Complet
Typing certificate of a Data entry certificate previous 12 months OMPLETE THE REQU ADDITION, COMPLE CAOTC 41E CAOTC 41E CAOTC 47A CAOTC 250A CAOTC 250B CAOTO 216	at least 30 words per minute for 5 minute of at least 9,000 keystrokes per hour a <b>Concentration</b> <b>IRED CORE COURSES on page 1</b> <b>TE THE FOLLOWING REQUIRED CO</b> Microsoft Excel for Windows Microsoft Access for Windows Data Entry – Level 1 Data Entry – Level 2 Proofreading	tes with 5 or fewer errors and at least 98 percent a <i>in Data Entry</i> Subtotal CORE Units	s by the en ccuracy on UNITS 9 – 11 UNITS 3 3 3 3 1	In Progress	st within th Complet Grade Complet
Typing certificate of a Data entry certificate previous 12 months <b>OMPLETE THE REQU</b> ADDITION, COMPLE CAOTC 41E CAOTC 41E CAOTC 47A CAOTC 250A CAOTC 250B CAOTC 216 CAOTO 263	at least 30 words per minute for 5 minute of at least 9,000 keystrokes per hour a <b>Concentration</b> <b>IRED CORE COURSES on page 1</b> <b>TE THE FOLLOWING REQUIRED CO</b> Microsoft Excel for Windows Microsoft Access for Windows Data Entry – Level 1 Data Entry – Level 2 Proofreading Customer Service	tes with 5 or fewer errors and at least 98 percent a <i>in Data Entry</i> Subtotal CORE Units	s by the en ccuracy on UNITS 9 – 11 UNITS 3 3 3 3 1 3 3 3 3 3 3 3 3 3 3 3 3 3 3	In Progress	st within the Complet Grade Complet
Typing certificate of a Data entry certificate previous 12 months OMPLETE THE REQU ADDITION, COMPLETE CAOTC 41E CAOTC 41E CAOTC 47A CAOTC 250A CAOTC 250B CAOTC 250B CAOTC 216 CAOTO 263 CAOTT 209AB	at least 30 words per minute for 5 minute of at least 9,000 keystrokes per hour a <b>Concentration</b> <b>IRED CORE COURSES on page 1</b> <b>TE THE FOLLOWING REQUIRED CO</b> Microsoft Excel for Windows Microsoft Access for Windows Data Entry – Level 1 Data Entry – Level 1 Data Entry – Level 2 Proofreading Customer Service Speed/Accuracy Bldg for Typists	tes with 5 or fewer errors and at least 98 percent a n <i>in Data Entry</i> Subtotal CORE Units OURSES:	s by the en ccuracy on UNITS 9 – 11 UNITS 3 3 3 1 3 1 3 1 1 3 1 1 7	In Progress	st within the Complet Grade Complet
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Typing certificate of a Data entry certificate previous 12 months DMPLETE THE REQU ADDITION, COMPLE CAOTC 41E CAOTC 41E CAOTC 47A CAOTC 250A CAOTC 250B CAOTC 250B CAOTC 263 CAOTT 209AB	at least 30 words per minute for 5 minute of at least 9,000 keystrokes per hour a <b>Concentration</b> <b>IRED CORE COURSES on page 1</b> <b>TE THE FOLLOWING REQUIRED CO</b> Microsoft Excel for Windows Microsoft Access for Windows Data Entry – Level 1 Data Entry – Level 2 Proofreading Customer Service Speed/Accuracy Bldg for Typists <b>G-Complete THREE (3) UNITS from th</b> Microsoft Office-Specialist	tes with 5 or fewer errors and at least 98 percent a n <i>in Data Entry</i> Subtotal CORE Units OURSES:	s by the en ccuracy on UNITS 9 – 11 UNITS 3 3 3 1 3 1 1 7 UNITS 3	In Progress	st within the Complet Grade Complet
Typing certificate of a Data entry certificate previous 12 months <b>MPLETE THE REQU</b> ADDITION, COMPLE CAOTC 41E CAOTC 41E CAOTC 47A CAOTC 250A CAOTC 250B CAOTC 250B CAOTC 263 CAOTC 263 CAOTT 209AB QUIRED ELECTIVES CAOTC 35 CAOTC 39A	at least 30 words per minute for 5 minute of at least 9,000 keystrokes per hour a <b>Concentration</b> <b>IRED CORE COURSES on page 1</b> <b>TE THE FOLLOWING REQUIRED CO</b> Microsoft Excel for Windows Microsoft Access for Windows Data Entry – Level 1 Data Entry – Level 1 Data Entry – Level 2 Proofreading Customer Service Speed/Accuracy Bldg for Typists <b>E-Complete THREE (3) UNITS from th</b> Microsoft Office-Specialist Microsoft Word for Windows	tes with 5 or fewer errors and at least 98 percent a n <i>in Data Entry</i> Subtotal CORE Units OURSES:	s by the en ccuracy on UNITS 9 – 11 UNITS 3 3 3 1 3 1 1 7 UNITS 3 3 3	In Progress	st within the Complet Grade Complet
Typing certificate of a Data entry certificate previous 12 months <b>MPLETE THE REQU</b> ADDITION, COMPLE CAOTC 41E CAOTC 41E CAOTC 47A CAOTC 250A CAOTC 250B CAOTC 250B CAOTC 263 CAOTT 209AB QUIRED ELECTIVES CAOTC 35	at least 30 words per minute for 5 minute of at least 9,000 keystrokes per hour a <b>Concentration</b> <b>IRED CORE COURSES on page 1</b> <b>TE THE FOLLOWING REQUIRED CO</b> Microsoft Excel for Windows Microsoft Access for Windows Data Entry – Level 1 Data Entry – Level 2 Proofreading Customer Service Speed/Accuracy Bldg for Typists <b>G-Complete THREE (3) UNITS from th</b> Microsoft Office-Specialist	tes with 5 or fewer errors and at least 98 percent a n <i>in Data Entry</i> Subtotal CORE Units OURSES:	s by the en ccuracy on UNITS 9 – 11 UNITS 3 3 3 1 3 1 1 7 UNITS 3	In Progress	st within the Complet Grade Complet
Typing certificate of a Data entry certificate previous 12 months OMPLETE THE REQU ADDITION, COMPLE CAOTC 41E CAOTC 41E CAOTC 47A CAOTC 250A CAOTC 250B CAOTC 250B CAOTC 263 CAOTC 263 CAOTT 209AB	at least 30 words per minute for 5 minute of at least 9,000 keystrokes per hour a <b>Concentration</b> <b>IRED CORE COURSES on page 1</b> <b>TE THE FOLLOWING REQUIRED CO</b> Microsoft Excel for Windows Microsoft Access for Windows Data Entry – Level 1 Data Entry – Level 1 Data Entry – Level 2 Proofreading Customer Service Speed/Accuracy Bldg for Typists <b>E-Complete THREE (3) UNITS from th</b> Microsoft Office-Specialist Microsoft Word for Windows	tes with 5 or fewer errors and at least 98 percent a n <i>in Data Entry</i> Subtotal CORE Units OURSES:	s by the en ccuracy on UNITS 9 – 11 UNITS 3 3 3 1 3 1 1 7 UNITS 3 3 3	In Progress	st within th Complet Grade Complet
Typing certificate of a Data entry certificate previous 12 months OMPLETE THE REQU ADDITION, COMPLE CAOTC 41E CAOTC 41E CAOTC 47A CAOTC 250A CAOTC 250B CAOTC 250B CAOTC 263 CAOTC 263 CAOTT 209AB	at least 30 words per minute for 5 minute of at least 9,000 keystrokes per hour a <b>Concentration</b> <b>IRED CORE COURSES on page 1</b> <b>TE THE FOLLOWING REQUIRED CO</b> Microsoft Excel for Windows Microsoft Access for Windows Data Entry – Level 1 Data Entry – Level 1 Data Entry – Level 2 Proofreading Customer Service Speed/Accuracy Bldg for Typists <b>E-Complete THREE (3) UNITS from th</b> Microsoft Office-Specialist Microsoft Word for Windows	tes with 5 or fewer errors and at least 98 percent a <b>in IData Entry</b> Subtotal CORE Units OURSES: s Subtotal Units <u>he following:</u>	s by the en ccuracy on UNITS 9 – 11 UNITS 3 3 3 1 3 1 17 UNITS 3 3 3 3 3 3 3 3 3 3 1 17	In Progress	st within the Complet

 

 COMPUTER & OFFICE STUDIES 2011-2012
 Page 3

 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 4 – 6	
		units
TOTAL:	60	units
Concentration in Office Assistant:	27 – 29	units
General Education/A.A.:	27 - 29 25	units
Electives/Other Courses:	6-8	units
TOTAL:	60	units

Associate Degree requirements continue on the following page

 COMPUTER & OFFICE STUDIES 2011-2012
 Page 4 of 10

 A.A. Administrative Assistant Concentration = 1170; A.A. Cust. Service Rep. Concentration = 1171
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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 UNITS	In Progress	Completed
34 – 36		
	In Progress	Completed
28 – 30		
	In Progress	Completed
25 – 27		
	In Progress	Completed
29 – 31		
	In Progress	Completed
27 – 29		
	concentratio TOTAL UNITS 34 – 36 28 – 30 25 – 27 29 – 31	concentration as listed in TOTAL In Progress 34 – 36 In Progress 28 – 30 In Progress 25 – 27 In Progress 29 – 31 In Progress

 COMPUTER & OFFICE STUDIES 2011-2012
 Page 5 of 10

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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

 COMPUTER & OFFICE STUDIES 2011-2012
 Page 6 of 10

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

 COMPUTER & OFFICE STUDIES 2011-2012
 Page 7 of 10

 A.A. Administrative Assistant Concentration = 1170; A.A. Cust. Service Rep. Concentration = 1171
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 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 Progress	Completed 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: 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 3		
CAOTO 260 E CAOTT 200 E	Business Telephone Procedures Beginning Typing/Keyboarding	1 3 <b>'S 15</b>	with 5 or fewe	errors
CAOTO 260 E CAOTT 200 E ADDITIONAL REQUIREMENT:	Business Telephone Procedures Beginning Typing/Keyboarding TOTAL UNIT Typing certificate of at least 25 words per minute for completed within the previous 12 months.	1 3 <b>'S 15</b>	with 5 or fewe	r errors
CAOTO 260 E CAOTT 200 E ADDITIONAL REQUIREMENT: Certificate: Basic Custome	Business Telephone Procedures Beginning Typing/Keyboarding TOTAL UNIT Typing certificate of at least 25 words per minute for completed within the previous 12 months.	1 3 <b>-S 15</b> or 5 minutes v	In	Completed
CAOTO 260 E CAOTT 200 E ADDITIONAL REQUIREMENT: Certificate: Basic Customer REQUIRED COURSES	Business Telephone Procedures Beginning Typing/Keyboarding TOTAL UNIT Typing certificate of at least 25 words per minute for completed within the previous 12 months. The Service 4069	1 3 TS 15 or 5 minutes v UNITS		
CAOTO 260 E CAOTT 200 E ADDITIONAL REQUIREMENT: Certificate: Basic Customer REQUIRED COURSES CAOTC 250A E	Business Telephone Procedures Beginning Typing/Keyboarding Typing certificate of at least 25 words per minute for completed within the previous 12 months. The Service 4069 Data Entry – Level 1	1 3 5 15 or 5 minutes v UNITS 3	In	Completed
CAOTO 260 E CAOTT 200 E ADDITIONAL REQUIREMENT: Certificate: Basic Customer REQUIRED COURSES CAOTC 250A E CAOTC 250B E	Business Telephone Procedures Beginning Typing/Keyboarding Typing certificate of at least 25 words per minute for completed within the previous 12 months. <b>r Service 4069</b> Data Entry – Level 1 Data Entry – Level 2	1 3 5 15 or 5 minutes v UNITS 3 3	In	Completed
CAOTO 260 E CAOTT 200 E ADDITIONAL REQUIREMENT: Certificate: Basic Customer REQUIRED COURSES CAOTC 250A E CAOTC 250B E CAOTC 250B E CAOTC 214 F	Business Telephone Procedures Beginning Typing/Keyboarding Typing certificate of at least 25 words per minute for completed within the previous 12 months. <b>r Service 4069</b> Data Entry – Level 1 Data Entry – Level 2 Filing	1 3 5 15 or 5 minutes v UNITS 3 3 1	In	Completed
CAOTO 260 E CAOTT 200 E ADDITIONAL REQUIREMENT: Certificate: Basic Customer REQUIRED COURSES CAOTC 250A E CAOTC 250B E CAOTC 250B E CAOTO 214 F CAOTO 260 E	Business Telephone Procedures Beginning Typing/Keyboarding Typing certificate of at least 25 words per minute for completed within the previous 12 months. <b>r Service 4069</b> Data Entry – Level 1 Data Entry – Level 2 Filing Business Telephone Procedures	1 3 <b>TS 15</b> or 5 minutes v UNITS 3 3 1 1	In	Completed
CAOTO 260 E CAOTT 200 E ADDITIONAL REQUIREMENT: Certificate: Basic Customer REQUIRED COURSES CAOTC 250A E CAOTC 250B E CAOTC 250B E CAOTO 214 F CAOTO 260 E CAOTO 262 S	Business Telephone Procedures Beginning Typing/Keyboarding Typing certificate of at least 25 words per minute for completed within the previous 12 months. <b>r Service 4069</b> Data Entry – Level 1 Data Entry – Level 2 Filing Business Telephone Procedures Soft Skills for the Workplace	1 3 <b>TS 15</b> or 5 minutes v UNITS 3 3 1 1 1 1	In	Completed
CAOTO 260 E CAOTT 200 E ADDITIONAL REQUIREMENT: Certificate: Basic Customed REQUIRED COURSES CAOTC 250A E CAOTC 250B E CAOTC 250B E CAOTO 214 F CAOTO 260 E CAOTO 262 S CAOTO 263 C	Business Telephone Procedures Beginning Typing/Keyboarding Typing certificate of at least 25 words per minute for completed within the previous 12 months. <b>r Service 4069</b> Data Entry – Level 1 Data Entry – Level 2 Filing Business Telephone Procedures Boft Skills for the Workplace Customer Service	1 3 <b>TS 15</b> or 5 minutes v UNITS 3 1 1 1 1 3	In	Completed
CAOTO 260 E CAOTT 200 E ADDITIONAL REQUIREMENT: Certificate: Basic Customer REQUIRED COURSES CAOTC 250A E CAOTC 250B E CAOTC 250B E CAOTO 214 F CAOTO 260 E CAOTO 262 S CAOTO 263 C	Business Telephone Procedures Beginning Typing/Keyboarding Typing certificate of at least 25 words per minute for completed within the previous 12 months. <b>r Service 4069</b> Data Entry – Level 1 Data Entry – Level 2 Filing Business Telephone Procedures Soft Skills for the Workplace	1 3 <b>TS 15</b> or 5 minutes v <b>UNITS</b> 3 3 1 1 1 1	In	Completed
CAOTO 260 E CAOTT 200 E ADDITIONAL REQUIREMENT: Certificate: Basic Customed REQUIRED COURSES CAOTC 250A E CAOTC 250B E CAOTC 250B E CAOTO 214 F CAOTO 260 E CAOTO 262 S CAOTO 263 C	Business Telephone Procedures Beginning Typing/Keyboarding Typing certificate of at least 25 words per minute for completed within the previous 12 months. <b>r Service 4069</b> Data Entry – Level 1 Data Entry – Level 2 Filing Business Telephone Procedures Boft Skills for the Workplace Customer Service	1 3 <b>TS 15</b> or 5 minutes v UNITS 3 1 1 1 3 1 3 1	In	Completed
CAOTO 260 E CAOTT 200 E ADDITIONAL REQUIREMENT: Certificate: Basic Customed REQUIRED COURSES CAOTC 250A E CAOTC 250B E CAOTC 250B E CAOTO 214 F CAOTO 260 E CAOTO 262 S CAOTO 263 C	Business Telephone Procedures Beginning Typing/Keyboarding Typing certificate of at least 25 words per minute for completed within the previous 12 months. <b>r Service 4069</b> Data Entry – Level 1 Data Entry – Level 2 Filing Business Telephone Procedures Soft Skills for the Workplace Customer Service Keyboarding	1 3 <b>TS 15</b> or 5 minutes v UNITS 3 1 1 1 3 1 5 1 3	In Progress	Completed Grade

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 Page 8 of 10

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Certificate: Basic Data Er	ntry 4071				O a man la ta d
REQUIRED COURSES			UNITS	In Progress	Completed Grade
				Flogless	Grade
CAOTC 47A CAOTC 250A	Microsoft Access for Windows		3		
CAOTC 250A CAOTC 250B	Data Entry – Level 1 Data Entry – Level 2		3 3		
CAOTE 250B CAOTT 209AB	Speed and Accuracy		3 1:1		
CAOTT 233	Keyboarding		1.1		
04011233	Reyboarding	TOTAL UNITS	, 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 REQUIRED COURSES CAOTC 41E Complete ONE of the fo CAOTO 15 CAOTO 233	Microsoft Excel for Windows	TOTAL UNITS	<b>UNITS</b> 3 1 <b>4 - 6</b>	In Progress	Completed 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 Brogross	Completed 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 ncentration = 1170; A.A. Cust. Service Re Intration = 1122; A.A. Data Entry Concent				Page 9 of 10 ned: AUG 2011 a = 1161

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Certificates of Accomplishm	ent continued from the previous page				
Certificate: Basic Databa	ses 4080				
REQUIRED COURSES			UNITS	In Progress	Completed 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 Progress	Completed Grade
			UNITS 3		
REQUIRED COURSES	<b>ice 4077</b> Microsoft Office - Specialist Microsoft Office - Expert		•••••		
REQUIRED COURSES CAOTC 35 CAOTC 235	Microsoft Office - Specialist Microsoft Office - Expert		3		
REQUIRED COURSES CAOTC 35	Microsoft Office - Specialist Microsoft Office - Expert		3		
REQUIRED COURSES CAOTC 35 CAOTC 235 Complete ONE of the fe	Microsoft Office - Specialist Microsoft Office - Expert bllowing		3 3		
REQUIRED COURSES CAOTC 35 CAOTC 235 Complete ONE of the for CAOTO 15	Microsoft Office - Specialist Microsoft Office - Expert <b>bllowing</b> Business Communications	TOTAL UNITS	3 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.