

COMPUTER AND OFFICE STUDIES

Curriculum Guide for Academic Year 2012-2013

For more information regarding courses, go to <http://cos.lbcc.edu> or 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 at LAC or PCC.

Program of Study for the Associate in Arts or Certificate of Achievement

- For the **Associate in Arts Degree**, complete a minimum of 60 units total including courses from Required Core Courses, Required Concentration Courses, Electives, and General Education.
- For the **Certificate of Achievement**, complete Required Core Courses, Required Concentration Courses, and Electives.

I. REQUIRED CORE COURSEWORK

		Units	Grade	
	COSA 5AD	Microsoft Windows Operating System	3	_____
	COSA 30	Apps & Concepts for Non Computer Majors	3	_____
	BCOM 15 OR	Business Communications OR	3	_____
†	BCOM 20	Business Writing	3	_____
	COSK 200 OR	Beginning Typing/Keyboarding OR	3	_____
	COSK 233AD	Computer Keyboarding	1	_____

II. REQUIRED CONCENTRATION COURSEWORK

ADMINISTRATIVE ASSISTANT CONCENTRATION

Minimum Unit Requirements

Cert of Achievement		Assoc in Arts Degree	
Major Coursework	34-36	Major Coursework	34-36
Required Core	10-12	Required Core	10-12
Concentration	21	Concentration	21
Electives	3	Electives	3
		Gen Ed/Plan A §	25

Concentration Courses:

		Units	Grade	
	COSA 10AD	Microsoft Word for Windows	4	_____
	COSA 15AD	Microsoft Excel for Windows	4	_____
	COSA 20AD	Microsoft PowerPoint for Windows	3	_____
	COSA 45	Introduction to the Internet	2	_____
	COSA 215AD	Microsoft Outlook for Windows	3	_____
	COSA 214	Records Management and Filing	2	_____
	BCOM 216	Proofreading Skills	1	_____
	BCOM 260	Business Telephone Procedures	1	_____
	BCOM 262	Soft Skills for the Workplace	1	_____

Additional Requirements

By the end of the program, obtain the following:

- Typing certificate of 45WPM for 5 minutes with 5 or fewer errors
- Ten-key certificate of 150 KPM for 5 minutes with 5 or fewer errors

Electives: Complete a minimum of 3 units from the list below.

	ACCTG 200A	Introduction to Accounting	3	_____
Φ†	BCOM 20	Business Writing	3	_____
	BCOM 222	Job Search Skills	3	_____
	BCOM 261	Business English	3	_____
	BCOM 263	Customer Service	3	_____
	COSA 25AD	Microsoft Access for Windows	4	_____
	COSA 35	Microsoft Office	4	_____
	COSA 50	Business Information Systems	4	_____
	COSK 202	Adv Keyboard & Document Prod	3	_____
	COSK 209AD	Speed/Accu Building for Typists	1:1:1	_____

COMPUTER APPLICATIONS SPECIALIST CONCENTRATION

Minimum Unit Requirements

Cert of Achievement		Assoc in Arts Degree	
Major Coursework	31-33	Major Coursework	31-33
Required Core	10-12	Required Core	10-12
Concentration	18	Concentration	18
Electives	3	Electives	3
		Gen Ed/Plan A §	25

Concentration Courses:

		Units	Grade	
	COSA 10AD	Microsoft Word for Windows	4	_____
	COSA 15AD	Microsoft Excel for Windows	4	_____
	COSA 20AD	Microsoft PowerPoint for Windows	3	_____
	COSA 25AD	Microsoft Access for Windows	4	_____
	COSA 215AD	Microsoft Outlook for Windows	3	_____
	COSA 45	Introduction to the Internet	2	_____
Φ†	BCOM 20	Business Writing	3	_____
	BCOM 222	Job Search Skills	3	_____
	BCOM 262	Soft Skills for the Workplace	1	_____
	BCOM 263	Customer Service	3	_____
	COSK 209AD	Speed/Accu Building for Typists	1:1:1	_____

Additional concentrations continue on following page.

CUSTOMER SERVICE REPRESENTATIVE CONCENTRATION**Minimum Unit Requirements**

Cert of Achievement		Assoc in Arts Degree	
Major Coursework	25-27	Major Coursework	25-27
<i>Required Core</i>	10-12	<i>Required Core</i>	10-12
<i>Concentration</i>	12	<i>Concentration</i>	12
<i>Electives</i>	3	<i>Electives</i>	3
		Gen Ed/Plan A §	25

Concentration Courses:

		Units	Grade
COSA 45	Introduction to the Internet	2	___
COSK 250A	Data Entry- Level 1	2.5	___
COSK 250B	Data Entry- Level 2	2.5	___
BCOM 260	Business Telephone Procedures	1	___
BCOM 262	Soft Skills for the Workplace	1	___
BCOM 263	Customer Service	3	___

Electives: Complete a minimum of 3 units from the list below.

COSA 35	Microsoft Office- Specialist	4	___
COSA 15AD	Microsoft Excel for Windows	4	___
COSA 25AD	Microsoft Access for Windows	4	___
COSA 214	Records Management and Filing	2	___
BCOM 216	Proofreading Skills	1	___
BCOM 222	Job Search Skills	3	___
COSK 209AD	Speed/Accu Building for Typists	1:1:1	___
MKTG 40	Salesmanship	3	___

Additional Requirements

By the end of the program, obtain the following:

- Typing certificate of 30WPM for 5 minutes with 5 or fewer errors
- Data entry certificate of 9000 KPH and 98% accuracy on a 5 minute test within previous 12 months

DATA ENTRY CONCENTRATION**Minimum Unit Requirements**

Cert of Achievement		Assoc in Arts Degree	
Major Coursework	31-33	Major Coursework	31-33
<i>Required Core</i>	10-12	<i>Required Core</i>	10-12
<i>Concentration</i>	18	<i>Concentration</i>	18
<i>Electives</i>	3	<i>Electives</i>	3
		Gen Ed/Plan A §	25

Concentration Courses:

		Units	Grade
COSA 15AD	Microsoft Excel for Windows	4	___
COSA 25AD	Microsoft Access for Windows	4	___
COSK 250A	Data Entry- Level 1	2.5	___
COSK 250B	Data Entry- Level 2	2.5	___
BCOM 216	Proofreading Skills	1	___
BCOM 263	Customer Service	3	___
COSK 209AD	Speed/Accu Building for Typists	1	___

Electives: Complete a minimum of 3 units from the list below.

COSA 35	Microsoft Office	4	___
COSA 10AD	Microsoft Word for Windows	3	___
BCOM 222	Job Search Skills	3	___
BCOM 261	Business English	3	___

OFFICE ASSISTANT CONCENTRATION**Minimum Unit Requirements**

Cert of Achievement		Assoc in Arts Degree	
Major Coursework	30-32	Major Coursework	30-32
<i>Required Core</i>	10-12	<i>Required Core</i>	10-12
<i>Concentration</i>	17	<i>Concentration</i>	17
<i>Electives</i>	3	<i>Electives</i>	3
		Gen Ed/Plan A §	25

Concentration Courses:

		Units	Grade
COSA 10AD	Microsoft Word for Windows	4	___
COSA 15AD	Microsoft Excel for Windows	4	___
COSA 45	Introduction to the Internet	2	___
COSA 214	Records Management and Filing	2	___
BCOM 216	Proofreading Skills	1	___
BCOM 260	Business Telephone Procedures	1	___
BCOM 261	Business English	3	___
BCOM 262	Soft Skills for the Workplace	1	___

Electives: Complete a minimum of 3 units from the list below.

BCOM 222	Job Search Skills	3	___
COSA 35	Microsoft Office	4	___
COSA 20AD	Microsoft PowerPoint for Windows	3	___
COSA 25AD	Microsoft Access for Windows	4	___
COSA 215AD	Microsoft Outlook for Windows	3	___
COSK 250A	Data Entry- Level 1	2.5	___

Suggested Sequence of Classes

This is not an education 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 are provided below.

Computer & Office Studies, Administrative Assistant

First Semester		Second Semester		Third Semester		Fourth Semester	
COSA 5AD	3	COSA 30	3	COSA 20AD	3	COSA 15AD	4
COSA 10AD	4	COSA 45	2	COSA 215AD	3	BCOM 222	3
BCOM 260	1	COSA 214	2	BCOM 216	1	BCOM 262	1
BCOM 15 or 20	3	COS Elective(s)	3-4	GE Course	3	COS Elective(s)	3
COSK 200 or 233AD	1-3	GE Course	3-4	GE Course	3-4	GE Course	3
GE Course	1-2	GE Course	3-4	GE Course	3-4	GE Course	2-3
GE Course	2-3	Semester Total	16-19	Semester Total	16-18	Semester Total	16-17
GE Course	0-2						
Semester Total	15-21						

Computer & Office Studies, Computer Applications Specialist

First Semester		Second Semester		Third Semester		Fourth Semester	
COSA 5AD	3	COSA 30	3	COSA 25AD	4	COS Elective(s)	3
COSA 10AD	4	BCOM 15 or 20	3	COSA 215AD	3	GE Course	3
COSA 214	2	COSA 15AD	4	GE Course	3	GE Course	3
COSK 200 or 233AD	1-3	COSA 20AD	3	GE Course	3-4	Elective Course	4
GE Course	2-3	GE Course	2-3	GE Course	3	Elective Course	3
GE Course	2-3	GE Course	2-3	Semester Total	16-17	Semester Total	16
GE Course	0-2	Semester Total	17-19				
Semester Total	14-20						

Computer & Office Studies, Customer Service Representative

First Semester		Second Semester		Third Semester		Fourth Semester	
COSA 5AD	3	COSA 30	3	COSA 250B	2.5	COS Elective(s)	3-4
COSA 45	2	COSK 250A	2.5	BCOM 263	3	GE Course	3
BCOM 262	3	BCOM 15 or 20	3	GE Course	3-4	GE Course	3
COSK 200 or 233AD	1-3	BCOM 260	1	GE Course	3	GE Course	2-3
GE Course	2-3	GE Course	3	GE Course	1-3	Elective Course	3
GE Course	2-3	GE Course	2-3	Elective Course	1-2	Elective Course	2-3
Elective Course	3	Semester Total	14.5-15.5	Semester Total	13.5-17.5	Semester Total	16-19
Semester Total	16-20						

Computer & Office Studies, Data Entry

First Semester		Second Semester		Third Semester		Fourth Semester	
COSA 5AD	3	COSA 30	3	COSA 25AD	4	BCOM 216	1
COSK 250A	2.5	COSA 15AD	4	BCOM 263	3	COSK 209AD	1
COSK 200 or 233AD	1-3	COSK 250B	2.5	GE Course	3-4	COS Elective(s)	3
GE Course	3	BCOM 15 or 20	3	GE Course	2-3	GE Course	3-4
GE Course	3	GE Course	2-3	Elective Course	3	GE Course	3
GE Course	2-3	GE Course	1-3	Semester Total	15-17	Elective Course	3
Semester Total	14.5-17.5	Semester Total	15.5-18.5			Semester Total	14-15

Computer & Office Studies, Office Assistant

First Semester		Second Semester		Third Semester		Fourth Semester	
COSA 5AD	3	COSA 15AD	4	COSA 30	3	BCOM 260	1
COSA 10AD	4	COSA 45	2	BCOM 216	1	BCOM 262	1
COSK 200 or 233AD	1-3	BCOM 15 or 20	3	BCOM 261	3	COS Elective(s)	3
GE Course	3	BCOM 214	1	GE Course	3-4	GE Course	4
GE Course	3	GE Course	2-3	GE Course	2-3	Elective Course	3-4
GE Course	3	GE Course	2-3	Elective Course	2-3	Semester Total	12-13
Semester Total	17-19	Elective Course	3	Semester Total	16-19		
		Semester Total	17-19				

Program of Study For Certificates of Accomplishment

BASIC BUSINESS COMMUNICATIONS (4070)				BASIC COMPUTING & INTERNET LIT (4095)			
	Units	Grade			Units	Grade	
COSA 10AD	4	_____		COSA 30	3	_____	
COSA 20AD	3	_____		COSA 35	4	_____	
BCOM 15 OR Business Communications OR	3	_____		COSA 45	2	_____	
BCOM 20 Business Writing	3	_____		COSK 233AD	1	_____	
BCOM 261 Business English	3	_____			Total	10	
BCOM 262 Soft Skills for the Workplace	1	_____		Additional Requirement:			
COSK 233AD Computing Keyboarding Skills	1	_____		• Minimum GPA of 2.5 or higher in certificate courses.			
Total	18						
BASIC COMPUTER & OFFICE SKILLS (4074)				BASIC CUSTOMER SERVICE (4069)			
	Units	Grade			Units	Grade	
COSA 5AD	3	_____		COSA 30	3	_____	
COSA 30	3	_____		COSA 45	2	_____	
COSA 45	2	_____		COSK 250A	2.5	_____	
COSA 214	2	_____		COSA 214	2	_____	
BCOM 260	1	_____		BCOM 260	1	_____	
COSK 200	3	_____		BCOM 262	1	_____	
	Total	14		BCOM 263	3	_____	
Additional Requirement:				COSK 233AD	1	_____	
• Typing certificate of 25 WPM for 5 minutes with 5 or fewer errors completed within the previous 12 months.					Total	15.5	
				Additional Requirement:			
				• Data entry certificate of 9000 KPH with 98% accuracy on a 5 minute test completed within the previous 12 months.			
BASIC DATA ENTRY (4071)				BASIC WORD PROCESSING (4076)			
	Units	Grade			Units	Grade	
COSA 25AD	4	_____		COSA 10AD	4	_____	
COSK 250A	2.5	_____		BCOM 15 OR Business Communications OR	3	_____	
COSK 250B	2.5	_____		BCOM 262 Soft Skills for the Workplace	1	_____	
COSK 209AD	1:1	_____			Total	5-7	
COSK 233AD	1	_____		Additional Requirement:			
	Total	12		• Minimum GPA of 3.0 or higher in certificate courses.			
Additional Requirements:							
• Typing certificate of 40 WPM for 5 minutes with 5 or fewer errors.							
• Data entry certificate of 9000 KPH and 98% accuracy on a 5-minute test within previous 12 months.							
• Minimum GPA of 3.0 or higher in certificate courses.							
BASIC SPREADSHEETS (4079)				BASIC PRESENTATIONS (4110)			
	Units	Grade			Units	Grade	
COSA 15AD	4	_____		COSA 20AD	3	_____	
BCOM 15 OR Business Communications OR	3	_____		BCOM 15 OR Business Communications OR	3	_____	
BCOM 262 Soft Skills for the Workplace	1	_____		BCOM 262 Soft Skills for the Workplace	1	_____	
	Total	5-7			Total	4-6	
Additional Requirement:				Additional Requirement:			
• Minimum GPA of 3.0 or higher in certificate courses.				• Minimum GPA of 3.0 or higher in certificate courses.			
BASIC DATABASES (4080)				MICROSOFT OFFICE (4077)			
	Units	Grade			Units	Grade	
COSA 25AD	4	_____		COSA 35	4	_____	
BCOM 15 OR Business Communications OR	3	_____		COSA 40	4	_____	
BCOM 262 Soft Skills for the Workplace	1	_____		BCOM 15 OR Business Communications OR	3	_____	
	Total	5-7		BCOM 262 Soft Skills for the Workplace	1	_____	
Additional Requirement:					Total	9-11	
• Minimum GPA of 3.0 or higher in certificate courses.				Additional Requirement:			
				• Minimum GPA of 3.0 or higher in certificate courses.			

Graduation Requirements

	Associate in Arts Degree	Cert of Achievement	Cert of Accomplishment
Minimum Units	§ <u>Any course that appears on a curriculum guide and the General Education Pattern (Plan A) may fulfill both major and general education requirements</u> (Approved by College Curriculum Committee Spring 2012). For this degree, complete a minimum of 60 units in courses numbered 1-599. Please note that additional elective units may be required to meet this minimum based upon courses selected to fulfill General Education for the Associate Degree.	Complete a minimum of 18 units, as listed in the Program of Study.	Complete 12 units as listed in the Program of Study.
Scholarship	Attain an overall GPA of 2.0 or better based on all accredited college work applied to the degree, no matter where completed. Earn grades of "C" or better in all concentration coursework, or "P" if course is graded on a P/NP basis.	Complete all coursework with a "C" or better, or "P" if course is graded on a P/NP basis.	Complete the above required units with a minimum grade point average of 2.0, 2.5, or 3.0 as listed in certificate requirements.
Residence	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. Complete fifty percent (50%) or more of the unit requirements for this field of concentration in residence at LBCC. Credit earned by exam, where applicable, may be included.	Complete fifty percent (50%) or more of the unit requirements for this field of concentration in residence at LBCC. Credit earned by exam, where applicable, may be included.	Fifty percent (50%) or more of the required units must be completed in residence at LBCC.
Gen Ed & Proficiency	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 .		
Application	Complete the Application for Graduation Submit the appropriate application form to the Admissions and Records office during your final semester of course work. These forms are 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.	Complete the Application for Career or Completion Certificate	

**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".*

Program Mission and Outcomes

The mission of the Computer and Office Studies program is to prepare the students for the first two years of their Information Systems/Computer Science education. In addition, the department provides professional development and training for individuals employed or seeking entry level positions in the Computer Information Systems and Information Technology job markets.

Outcomes:

- Choose the correct application for a given task.
- Problem-solve common information technology failures.

Legend

† This course has a prerequisite. Prerequisite courses must be complete with at least a "C" or "P" grade. Refer to the General Catalog (<http://www.lbcc.edu/cat/index.html>), the Schedule of Classes (<http://schedule.lbcc.edu/>), or the online Credit Course Outline (<http://wdb-asir.lbcc.edu/coursecurriculum/coursedetails/>) for specific prerequisite information.

§ For the AA or AS Degree, see "Minimum Units" within the **Graduation Requirements** section listed above regarding the use of courses to fulfill both General Education and Major requirements.

Φ Cannot be used as an elective if counted under required units.