

COMPUTER APPLICATIONS SPECIALIST

LONG BEACH CITY COLLEGE

Curriculum Guide for Academic Year 2009-2010

Certificate of Achievement and/or Associate in Arts Degree or Certificate of Accomplishment

ALL INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE WITHOUT NOTICE.

For possible updates to this guide please refer to the following website: <http://osca.lbcc.edu>

CAREER OPPORTUNITIES

Students prepare for an entry-level position working with computer application software, including operating systems, programming, word processing, spreadsheet applications, desktop publishing, and telecommunications. The Concentration in Computer Business Information Systems emphasizes help-desk support, while the Concentration in Computer Applications and Office Technology focuses on administrative support.

This Certificate of Achievement prepares students for an entry-level position in a variety of business settings and serves as a foundation for specialization as a software trainer, PC support specialist, software support specialist, help desk technician, software/hardware salesperson, or software tester.

This Associate degree prepares students for career advancement once a certificate has been earned. Appropriate course selection also facilitates transfer in a related major.

DEPARTMENT ADMISSION REQUIREMENTS

None. For more information about CBIS courses, call (562) 938-4333 or email cbis@lbcc.edu. For information about CAOT classes, call (562) 938-3033.

REQUIRED CORE COURSES FOR BOTH CONCENTRATIONS

		UNITS	In Progress	Completed Grade
CBIS 6A	Intro to IT Concepts & Applications (F, SP)	4		
CAOTO 15	Business Communications (F, SP, S)	3		
Subtotal Units		7		

Select **ONE** from the following:

			In Progress	Completed Grade
CAOTT 200	Beginning Typing/Keyboarding (F, SP, S)	3		
CAOTT 200A	Beginning Typing/Keyboarding 1 (F, SP, S)	1		
CAOTT 233	Computer Keyboarding (F, SP, S)	1		
Subtotal Units		1-3		

CHOOSE ONE AREA OF CONCENTRATION (CBIS OR CAOT)

CONCENTRATION IN COMPUTER BUSINESS INFORMATION SYSTEMS (CBIS)

Required Courses for CBIS Concentration

			In Progress	Completed Grade
CBIS 3	Operating Systems: Software and Hardware (F, SP)	3.5		
CBIS 6B	Intermediate Business Applications (F, SP)	3		
CBIS 6C	Advanced Business Applications (F, SP)	3		
CBIS 8B	Visual BASIC Programming (F, SP)	4		
CBIS 38	Database Concepts (F)	4		
CBIS 206A	Internet Basics (F, SP, S)	1		
CBIS 207AD	Web Construction I (F, SP, S)	2		
Subtotal Units		20.5		

Required Work Experience in Computer Labs for CBIS Concentration

			In Progress	Completed Grade
† CBIS 71AD	Work Experience - Comp Info Sys (60 Hours) (F, SP, S)	2		
† CBIS 72AD	Work Experience - Comp Info Sys (120 Hours) (F, SP)	3		
† CBIS 73AD	Work Experience - Comp Info Sys (180 Hours) (F, SP)	4		
Subtotal Units		2-4		

TOTAL UNITS WITH CBIS CONCENTRATION

30.5-34.5

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CONCENTRATION IN COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY (CAOT)

Required Courses for CAOT Concentration

		UNITS	In Progress	Completed Grade
CAOTC 31A, B	Microsoft Windows Operating System, Levels 1, 2 (F, SP, S)	1:1		
CAOTC 35	Microsoft Office-Specialist (F, SP, S)	3		
CAOTC 39B, C, D	Word for Windows, Levels 2, 3, 4 (F, SP, S)	1:1:1		
CAOTC 41F, J	Excel for Windows, Levels 2, 3 (F, SP, S)	1:1		
CAOTC 44E	PowerPoint for Windows, Advanced (F, SP, S)	1		
CAOTC 45	Internet for Office and Personal Use (F, SP, S)	2		
CAOTC 47A	Access for Windows, Beginning (F, SP, S)	3		
CAOTC 215A	Microsoft Outlook for Windows (F, SP)	2		
Subtotal Units		18		

Electives for CAOT Concentration

Select any THREE (3) units from the following:

CAOTC 34	Introduction to Computers & Applications (F, SP)	3		
CAOTC 41E	Excel for Windows - Beginning (F, SP, S)	1		
CAOTC 42A, B	Publisher for Windows, Levels 1, 2 (F, SP, S)	1:1		
CAOTC 44D	PowerPoint for Windows, Beginning (F, SP, S)	1		
CAOTC 47B	Access for Windows, Advanced (F, SP)	3		
CAOTC 211	OpenOffice.org (F, SP, S)	1		
CAOTC 230	Adobe Acrobat for the Office (F, SP, S)	3		
CAOTC 235	Microsoft Office-Expert (F, SP)	3		
CAOTO 272AD	Work Experience - Computer App & Office Tech (F, SP)	3		
Subtotal Units		3		
TOTAL UNITS WITH CAOT CONCENTRATION		29-31		

LEGEND

† This course has a prerequisite; prerequisite courses must be completed with at least a "C" or "P" grade (see catalog or schedule of classes).
 (F = Fall) (SP = Spring) (S = Summer) (INF = Infrequently) = Represents general frequency of course offering

GRADUATION REQUIREMENTS

For CERTIFICATE OF ACHIEVEMENT:

This certificate is a one- to two-year program to develop skills for employment. Complete the required units with a minimum grade of "C" in each course. At least 50 percent of the unit requirements for this certificate must be completed at Long Beach City College (credit earned by exam, where applicable, may be included).

For ASSOCIATE DEGREE:

The Associate degree is a two-year college degree awarded by Long Beach City College that includes general education courses and a field of concentration (major). In addition to the Certificate of Achievement requirements, complete the Associate degree requirements specified in the catalog. You must use the requirements for general education/proficiency and the certificate of achievement from the same catalog year. This catalog year may be any year between the year of initial enrollment to the present, provided continuous enrollment is maintained throughout (see the catalog for definition of "continuous enrollment"). At least 50 percent of the unit requirements for this field of concentration must be completed at Long Beach City College (credit earned by exam, where applicable, may be included).

In general, "double-counting" is not allowed. That is, one course may not be used to fulfill both a field of concentration requirement and a general education requirement.

NOTE: To receive a certificate or degree, you must submit completed application forms in the Admissions and Records Office during your final semester of course work.

SUGGESTED SEQUENCE OF COURSES

This is not an educational plan, as course offerings, student schedules, and circumstances vary. Students must meet all the prerequisites in order to be one eligible for the sequence of courses.

A suggested full-time sample sequence of courses for the required 60 units to complete an Associate degree with the **Concentration in Computer Business and Information Systems (CBIS)** includes:

<u>First Semester</u>			<u>Second Semester</u>		
CBIS 6A	4	Units	CBIS 3	3.5	Units
CBIS 206A	1		CBIS 6B	3	
CAOTT 200 or 200A or 233	1-3		CAOTO 15	3	
General Education Course	3-5		General Education Course	3-4	
General Education Course	3		General Education Course	3-4	
General Education Course	0-3				
Semester Total	12-16	Units	Semester Total	15.5-17.5	Units
<u>Third Semester</u>			<u>Fourth Semester</u>		
CBIS 8B	4	Units	CBIS 6C	3	Units
CBIS 38	4		CBIS 72AD	3	
CBIS 71AD	2		General Education Course	0-3	
CIBS 207AD	2		General Education Course	3-4	
General Education Course	3-4		General Education Course	3	
General Education Course	0-1				
Semester Total	15-17	Units	Semester Total	12-15	Units

A suggested full-time sample sequence of courses for the required 60 units to complete an Associate degree with the **Concentration in Computer Applications and Office Technology (CAOT)** includes:

<u>First Semester</u>			<u>Second Semester</u>		
CBIS 6A	4	Units	CAOTC 35	3	Units
CAOTC 31A	1		CAOTC 41E (CAOT Elective)	1	
CAOTC 31B	1		CAOTO 41F	1	
▲ CAOTC 39A (Elective)	1		CAOTO 15	3	
CAOTC 39B	1		General Education Course	3-4	
CAOTC 45	2		General Education Course	3-4	
CAOTT 200 or 200A,B,C or 233	1-3				
General Education Course	3-5				
Semester Total	14-16	Units	Semester Total	14-16	Units
<u>Third Semester</u>			<u>Fourth Semester</u>		
CAOTC 39C	1	Unit	CAOTC 44D (CAOT Elective)	1	Unit
CAOTC 39D	1		CAOTC 44E	1	
CAOTC 41J	1		CAOTC 215A	2	
CAOTC 47A	3		CAOT Elective(s)	0-1	
CAOT Elective(s)	2-3		General Education Course	3-4	
General Education Course	3-4		General Education Course	3-4	
General Education Course	3		General Education or Elective	1-3	
General Education or Elective	0-2				
Semester Total	14-17	Units	Semester Total	12-16	Units

LEGEND

◦ Course meets CAOT elective requirement for the certificate of achievement and is recommended as preparation for the next-level course.

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

CERTIFICATES OF ACCOMPLISHMENT

FOR OFFICE USE ONLY: 4095

Name of Certificate: Basic Computing and Internet Literacy

REQUIRED COURSES	UNITS	In Progress	Completed Grade
CAOTC 34 Introduction to Computers & Applications (F, SP, S)	3		
CAOTC 35 Microsoft Office-Specialist (F, SP)	3		
CAOTC 45 Internet for Office and Personal Use (F, SP, S)	2		
OR			
CBIS 6A Intro to IT Concepts & Applications (F, SP, S)	4		
CBIS 6B Intermediate Business Applications (F, SP, S)	3		
CBIS 206A Internet Basics (F, SP, S)	1		
TOTAL UNITS	8		

ADDITIONAL REQUIREMENTS: 2.5 minimum GPA in courses for this certificate.
Complete certificate courses within three semesters.

FOR OFFICE USE ONLY: 4077

Name of Certificate: Microsoft Office

REQUIRED COURSES	UNITS	In Progress	Completed Grade
CAOTC 35 Microsoft Office-Specialist (F, SP)	3		
CAOTC 235 Microsoft Office-Expert (F, SP)	3		
TOTAL UNITS	6		

FOR OFFICE USE ONLY: 4080

Name of Certificate: Microsoft Access

REQUIRED COURSES	UNITS	In Progress	Completed Grade
CAOTC 47A Access for Windows, Beginning (F, SP, S)	3		
CAOTC 47B Access for Windows, Advanced (F, SP)	3		
TOTAL UNITS	6		

FOR OFFICE USE ONLY: 4079

Name of Certificate: Microsoft Excel

REQUIRED COURSES	UNITS	In Progress	Completed Grade
CAOTC 41E Excel for Windows – Beginning (F, SP, S)	1		
CAOTC 41F Excel for Windows – Intermediate (F, SP, S)	1		
CAOTC 41J Excel for Windows – Advanced (F, SP, S)	1		
TOTAL UNITS	3		

FOR OFFICE USE ONLY: 4081

Name of Certificate: Microsoft Word

REQUIRED COURSES	UNITS	In Progress	Completed Grade
CAOTC 39A Word for Windows, Beginning (F, SP, S)	1		
CAOTC 39B Word for Windows, Intermediate (F, SP, S)	1		
CAOTC 39C Word for Windows, Advanced (F, SP, S)	1		
CAOTC 39D Word for Windows, Expert (F, SP, S)	1		
TOTAL UNITS	4		

REQUIRED COMPETENCY: Typing certificate of at least 35 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months.

LEGEND

(F = Fall) (SP = Spring) (S = Summer) (INF = Infrequently) = Represents general frequency of course offering

CERTIFICATE OF ACCOMPLISHMENT REQUIREMENTS

For CERTIFICATE OF ACCOMPLISHMENT:

These certificates build competency in a specific area and require less than 18 units. Complete the required units with a minimum grade of "C" in each course. At least 50 percent of the unit requirements for Certificate of Accomplishment must be completed at Long Beach City College (credit earned by exam, where applicable, may be included). Please submit completed certificate applications to the Admissions and Records office during the final semester of course work

Students interested in transferring to a university to continue their study in this field of concentration or other majors are strongly advised to consult an LBCC academic counselor and refer to the ASSIST website (www.assist.org) for major preparation information. Counselors can clarify the different major and admissions requirements at a university. Students may visit the Student Success/Transfer Services Center to access further educational resources. If you need to set up an appointment to see a counselor or schedule the SOAR Test, call LAC (562) 938-4561 or PCC (562) 938-3920.