

OFFICE ASSISTANT

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 office assistant position by focusing on basic office support functions, such as answering phones, greeting visitors, processing mail, and using computers to produce accurate documents.

This Certificate of Achievement prepares students for an entry-level position in a variety of office settings and serves as a foundation for specialization.

This Associate degree prepares students for career advancement once a certificate has been earned

DEPARTMENT ADMISSION REQUIREMENTS

None. For more information regarding courses, call (562) 938-3033.

REQUIRED COURSES		UNITS	In Progress	Completed Grade
CAOTC 31A	Microsoft Windows Operating System, Beginning (F, SP, S)	1		
CAOTC 35	Microsoft Office-Specialist (F, SP, S)	3		
CAOTC 41E	Excel for Windows - Beginning (F, SP, S)	1		
CAOTC 45	Internet for Office and Personal Use (F, SP, S)	2		
CAOTO 15	Business Communications (F, SP, S)	3		
CAOTO 30	Business Calculating Machines (F, SP, S)	2		
CAOTO 214A, B	Filing, Levels 1, 2 (F, SP, S)	1:1		
CAOTO 216	Proofreading Skills (F, SP, S)	1		
CAOTO 222	Job Search Skills (F, SP)	3		
CAOTO 260	Business Telephone Procedures (F, SP, S)	1		
CAOTO 261	Business English (F, SP, S)	3		
CAOTO 262	Soft Skills for the Workplace (F, SP, S)	1		
CAOTO 263	Customer Service (F, SP, S)	1		
CAOTT 201	Intermediate Typing/Keyboarding (F, SP)	2		
Subtotal Units		26		
Select TWO (2) units from the following:				
CAOTC 39A, B, C, D	Word for Windows, Levels 1, 2, 3, 4 (F, SP, S)	1:1:1:1		
CAOTC 215A	Microsoft Outlook for Windows (F, SP)	2		
Subtotal Units		2		

REQUIRED COMPETENCY:	Typing certificate of at least 35 words per minute for 5 minutes with 5 or fewer errors by the end of the program.
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ELECTIVES

Select any **THREE (3)** units from the following:

		UNITS	In Progress	Completed Grade
CAOTC 31B	Microsoft Windows Operating System, Advanced (F, SP, S)	1		
CAOTC 34	Introduction to Computers & Applications (F, SP)	3		
# CAOTC 39A, B, C, D	Word for Windows, Levels 1, 2, 3, 4 (F, SP, S)	1:1:1:1		
CAOTC 41F, J	Excel for Windows, Levels 2, 3 (F, SP, S)	1:1		
CAOTC 42A, B	Publisher for Windows, Levels 1, 2 (F, SP, S)	1:1		
CAOTC 47A	Access for Windows, Beginning (F, SP, S)	3		
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, S)	3		
CAOTC 246	Financial Applications (F, SP)	3		
CAOTC 250A, B	Data Entry - Levels 1, 2 (F, SP)	3:3		
CAOTC 265	Computer Transcription (F, SP, S)	2		
CAOTO 264	Call Centers (F, SP, S)	1		
CAOTO 265	Customer Conflict Management (F, SP, S)	1		
CAOTO 272AD	Work Experience - Computer App & Office Tech (F, SP)	3		
CAOTT 209AB	Speed/Accuracy Bldg for Typists (F, SP, S)	1:1		
Subtotal Units		3		
TOTAL UNITS		31		

LEGEND	
#	Cannot be used as an elective if counted under required units.
(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 job 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 eligible for the sequence of courses.

A suggested full-time sample sequence of courses for the required 60 units to complete an Associate degree includes:

<u>First Semester</u>		<u>Second Semester</u>	
CAOTO 30	2 Units	CAOTC 31A	1 Unit
CAOTO 214A, B	2	CAOTC 41E	1
CAOTO 260	1	CAOTC 45	2
CAOTO 261	3	CAOTO 216	1
▲ CAOTT 200 or 200A, B, C	0-3	CAOTO 263	1
General Education Course	3-5	CAOTT 201	2
General Education Course	3	General Education Course	3-4
		General Education Course	3
		Elective Course	2
Semester Total	14-17 Units	Semester Total	16-17 Units
<u>Third Semester</u>		<u>Fourth Semester</u>	
CAOTO 15	3 Units	CAOTC 35	3 Units
CAOTC 39A, B, C, D or 215A	2	CAOTO 262	1
CAOT Elective	1	CAOTO 222	3
General Education Course	3-4	CAOT Electives	2
General Education Course	3-4	General Education Course	3
Elective Course	0-3	General Education Course	0-3
Semester Total	12-17 Units	Semester Total	12-15 Units

▲ 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)	1			
TOTAL UNITS			8		

ADDITIONAL REQUIREMENTS: 2.5 minimum GPA in courses for this certificate.
Completion of 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, S)	3			
TOTAL UNITS			6		

FOR OFFICE USE ONLY: 4074

Name of Certificate: Basic Office Skills

REQUIRED COURSES			UNITS	In Progress	Completed Grade
CAOTC 39A	Word for Windows, Beginning (F, SP, S)	1			
CAOTC 45	Internet for Office and Personal Use (F, SP, S)	2			
CAOTO 214A	Filing 1 (F, SP, S)	1			
CAOTO 260	Business Telephone Procedures (F, SP, S)	1			
AND EITHER BOTH OF THESE COURSES					
CAOTT 200A	Beginning Typing/Keyboarding 1 (F, SP, S)	1			
CAOTT 200B	Beginning Typing/Keyboarding 2 (F, SP, S)	1			
OR THIS COURSE					
CAOTT 200	Beginning Typing/Keyboarding (F, SP, S)	3			
TOTAL UNITS			7-8		

REQUIRED COMPETENCY: Typing certificate of at least 25 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months.

FOR OFFICE USE ONLY: 4073

Name of Certificate: Basic Office Computer Skills

REQUIRED COURSES			UNITS	In Progress	Completed Grade
CAOTC 31A	Microsoft Windows Operating System, Beginning (F, SP, S)	1			
CAOTC 34	Introduction to Computers & Applications (F, SP, S)	3			
CAOTC 45	Internet for Office and Personal Use (F, SP, S)	2			
ONE OF THE FOLLOWING					
CAOTT 200	Beginning Typing/Keyboarding (F, SP, S)	3			
CAOTT 200A	Beginning Typing/Keyboarding 1 (F, SP, S)	1			
CAOTT 233	Computer Keyboarding (F, SP, S)	1			
TOTAL UNITS			7-9		

REQUIRED COMPETENCY: Typing certificate of at least 25 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months.

FOR OFFICE USE ONLY: 4076

Name of Certificate: Basic Word Processing

REQUIRED COURSES			UNITS	In Progress	Completed Grade
CAOTC 39A	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			
CAOTC 265	Computer Transcription (F, SP, S)	2			
CAOTO 216	Proofreading Skills (F, SP, S)	1			
TOTAL UNITS			7		

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

FOR OFFICE USE ONLY: 4079

Name of Certificate: Microsoft Excel

REQUIRED 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.
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LEGEND

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

CERTIFICATE OF ACCOMPLISHMENT REQUIREMENTS

For CERTIFICATE OF ACCOMPLISHMENT:

This certificate builds competency in a specific area and requires less than 18 units. Complete the required units with a minimum grade of “C” in each course. At least 50 percent of the unit requirements for a certificate of accomplishment must be completed at Long Beach City College (credit earned by exam, where applicable, may be included). Please submit a 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.