

BUSINESS INFORMATION WORKER

Curriculum Guide for Academic Year 2018-2019

Table of Contents

Associate in Science Degree, p. 1
 Certificate of Achievement, p. 2
 Certificates of Accomplishment, p. 3
 Business Digital Literacy, p. 3
 Microsoft Essentials, p. 3
 Digital and Social Media, p. 3
 Customer Relations Specialist, p. 3
 Program Mission and Outcomes, p. 4
 Legend, p. 4

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. Please call (562)938-4561 (LAC) or (562)938-3920 (PCC) to schedule a counseling appointment. Students may also wish to visit the Transfer Center on either campus.

**Program of study leading to:
Associate in Science (A.S.) Degree**

COMPUTER TECHNOLOGY REQUIRED COURSES		UNITS	In Progress	Completed Grade
BCOM 15	Business Communications	3		
BCOM 25	Digital and Social Media	3		
BCOM 263	Customer Service	3		
COSA 5	Microsoft Windows Operating Systems	3		
COSA 10	Microsoft Word for Windows	3		
COSA 15	Microsoft Excel for Windows	3		
COSA 215	Microsoft Outlook for Windows	3		
COSK 200	Beginning Keyboarding and Document Production	3		
SUBTOTAL		24		
In ADDITION, select a total of THREE (3) units from the following		UNITS	In Progress	Completed Grade
BCOM 222	Job Search Skills	3		
BCOM 260	Business Telephone Procedures	1		
BCOM 262	Soft Skills for the Workplace	1		
COSA 2	Critical Thinking Using Computers	3		
COSA 20	Microsoft PowerPoint for Windows	3		
COSA 35	Microsoft Office	3		
COSA 214	Records Management and Filing	1		
COSK 209	Speed/Accuracy Bldg. for Typists	1		
COSK 233	Computer Keyboarding Skills	1		
SUBTOTAL UNITS		3		
TOTAL UNITS		27		

For graduation with an **Associate in Science (A.S.) Degree with a major in Business Information Worker:**

- Minimum Unit Requirements:** Any course that appears on a curriculum guide and the General Education Pattern (Plan A) may fulfill both major and general education requirements (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.

Business Information Worker Major	27 Units	
General Education/ A.S. §	19	Units

2. **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 this **field of concentration, complete each course above** with a **grade of "C" or better**, or "P" if course is on a P/NP basis.
3. **Residence for the Degree:** Complete at least 12 semester units of the required 60 semester units in residence at Long Beach City College in order for the college to grant an Associate of Arts and/or an Associate of Science Degree.
4. **Residence for the Field of Concentration:** Complete fifty percent (50%) or more of the unit requirements for this field of concentration in residence; this means at **least 13.5 units** of the required 27 units must be **completed at Long Beach City College**. Credit earned by exam, where applicable, may be included.
5. **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> .
6. **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> .
7. Complete and submit the degree 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.

*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 years of initial enrollment to the present, provided continuous enrollment throughout. See the catalog for definition of "continuous enrollment".

**Program of study leading to:
Certificate of Achievement**

REQUIRED COURSES—Complete the 30 units of required courses as listed below:

BUSINESS INFORMATION WORKER REQUIRED COURSES		UNITS	In Progress	Completed Grade
BCOM 15	Business Communications	3		
BCOM 25	Digital and Social Media	3		
BCOM 263	Customer Service	3		
COSA 5	Microsoft Windows Operating Systems	3		
COSA 10	Microsoft Word for Windows	3		
COSA 15	Microsoft Excel for Windows	3		
COSA 30	Introduction to Computers	3		
COSA 215	Microsoft Outlook for Windows	3		
COSK 200	Beginning Keyboarding and Document Production	3		
SUBTOTAL		27		

In ADDITION, select a total of THREE (3) units from the following		UNITS	In Progress	Completed Grade
BCOM 222	Job Search Skills	3		
BCOM 260	Business Telephone Procedures	1		
BCOM 262	Soft Skills for the Workplace	1		
COSA 2	Critical Thinking Using Computers	3		
COSA 20	Microsoft PowerPoint for Windows	3		
COSA 35	Microsoft Office	3		
COSA 214	Records Management and Filing	1		
COSK 209	Speed/Accuracy Bldg. for Typists	1		
COSK 233	Computer Keyboarding Skills	1		
SUBTOTAL UNITS		3		
TOTAL UNITS		30		

For graduation with a **Business Information Worker Certificate of Achievement**:

1. Complete each of the **REQUIRED COURSES** listed above with a **minimum grade of "C"**.
2. Complete fifty percent (50%) or more of the unit requirements for this field of concentration in residence; this means at **least 15 units** of the required 30 be **completed at Long Beach City College**. Credit earned by exam, where applicable, may be included.
3. Complete and submit the certificate 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.

Program of study leading to:
Certificates of Accomplishment

Certificate: Business Digital Literacy 4130

<u>REQUIRED COURSES</u>		UNITS	In Progress	Completed Grade
COSA 1	Computer Information Competency	1		
TOTAL UNITS		1		

Certificate: Microsoft Essentials 4155

<u>REQUIRED COURSES</u>		UNITS	In Progress	Completed Grade
COSA 5	Microsoft Windows Operating Systems	3		
COSA 30	Introduction to Computers	3		
COSA 215	Microsoft Outlook for Windows	3		
TOTAL UNITS		9		

Certificate: Digital and Social Media 4156

<u>REQUIRED COURSES</u>		UNITS	In Progress	Completed Grade
BCOM 15	Business Communications	3		
BCOM 25	Digital and Social Media	3		
BCOM 263	Customer Service	3		
TOTAL UNITS		9		

Certificate: Customer Relations Specialist 4157

<u>REQUIRED COURSES</u>		UNITS	In Progress	Completed Grade
BCOM 15	Business Communications	3		
BCOM 263	Customer Service	3		
TOTAL UNITS		6		

For graduation with a **Certificate of Accomplishment**:

1. Complete the above required courses with a minimum grade of "C", or "P" if course is graded on a P/NP basis.
2. Fifty percent (50%) or more of the required units must be completed in residence at LBCC.

Complete and submit the certificate 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>

Career Opportunities

This **Associate Degree** is a two-year program leading to the Associate in Science (A.S.) degree. Designed to prepare students for a wide variety of office positions in the Hospitality and Tourism, Retail, Health Care Services, Financial Services and Real Estate, and Business Services Industries.

Program Mission and Outcomes

The mission of the BUSINESS INFORMATION WORKER program is to prepare students for careers as business professionals and enhance skills for those who currently employed in the industry.

Outcomes:

- Create a variety of business documents using business applications software packages.
- Demonstrate effective writing and oral communication skills.

Certificate of Accomplishment (Customer Relations Specialist)

- Apply effective communication skills to satisfy customers' needs and build relationships.

Certificate of Accomplishment (Digital and Social Media)

- Evaluate social media platforms to determine suitability for a variety of digital content.

Certificate of Accomplishment (Microsoft Essentials)

- Create appropriate formatted deliverables using a variety of Microsoft Office software.

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.