

office work requiring remote workers, remote administrative assistance, or global support in contemporary business environments.

Some potential jobs that this program may prepare students for include Online Administrative Assistant, Online Assistant, Remote Administrative Assistant, Remote Assistant, Remote Office Manager,

Apply digital resources to conduct remote administrative support work.

## Program Requirements

This degree requires the completion of General Education coursework plus the following:

BCOM 15	Business Communications	3
BCOM 20	Business Writing	3
BCOM 25	Digital and Social Media	3
BCOM 260	Channels of Business Communication	1
BCOM 262	Soft Skills for the Workplace	1
BCOM 263	Customer Service	3
BCOM 264	Business Telecommuting Fundamentals	3
COSA 30	Introduction to Computers	3
COSA 210	Intro to Project Management for IT	3
COSA 215	Microsoft Outlook for Windows	3
COSK 200	Keyboarding and Document Production	3

Complete one of the following:<sup>1</sup>

LBCC General Education (Plan A) (<https://lbcc-public.courseleaf.com/academic-requirements/general-education-transfer-degree-certificate-requirements/general-education-plans/plan-a/>)

CSU GE Breadth (Plan B) (<https://lbcc-public.courseleaf.com/academic-requirements/general-education-transfer-degree-certificate-requirements/general-education-plans/plan-b/>)

IGETC Pattern (Plan C) (<https://lbcc-public.courseleaf.com/academic-requirements/general-education-transfer-degree-certificate-requirements/general-education-plans/plan-c/>)

<sup>1</sup> Units for the major may be double-counted for LBCC GE, CSU GE, or IGETC; see counselor for limitations.

<sup>2</sup> Elective units from course(s) numbered 1-599, if needed, to reach 60 degree-applicable units.

