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

Program of study leading to:
Certificates of Completions

Certificate: Computer Hardware Repair 4162

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BUSINESS INFORMATION WORKER 2021-2022
A.S. = 2129; C-ACH = 3129; C-ACC = 4130; C-ACC = 4155; C-ACC = 4156; C-ACC = 4157; C-COMP = 4162
NC-COMP = 4160; NC-COMP = 4161; NC-COMP = 4164; NC-COMP = 4165; NC-COMP = 4166; NC-COMP = 4167   Page 4 of 7
Departmental Phone: 562-938-4904, Web Site: www.lbcc.edu/COS   Published: 06/17/21
Information on this sheet is subject to change without notice. Any updates to this guide are posted at http://osca.lbcc.edu .

				In Progress	Completed Grade
BCOM 624	The Interview Process	18			
	TOTAL HOURS	**54**			

Certificate: Office Technologies – Microsoft Access 4165

Students will learn how to use Microsoft Access to perform database related operations necessary to a small business or organization. Database skills include the ability to create and modify data tables, data entry and lookup forms, summary and detail reports, and select, update, and delete queries. Students are required to complete the entire series of three courses within this program to receive the certificate of completion. There are no units associated with these noncredit classes, but students are expected to complete a total of 54 hours for completion.

REQUIRED COURSES		HOURS	In Progress	Completed Grade
COSA 625	Microsoft Access, Introductory	18		
COSA 626	Microsoft Access, intermediate	18		
COSA 627	Microsoft Access, Advanced	18		
	TOTAL HOURS	**54**		

Certificate: Office Technologies – Microsoft Excel 4166

Students will learn how to use Microsoft Excel for the PC and its editing, formatting, language tools, functions, and arguments to create, format, save, revise, and print various business and personal spreadsheets. Students are required to complete the entire series of three courses within the Office Technologies-Microsoft Excel program to receive the certificate of completion. There are no units associated with these noncredit classes, but students are expected *to complete a total of 54 hours for completion.*

REQUIRED COURSES		HOURS	In Progress	Completed Grade
COSA 615	Microsoft Excel, Introductory	18		
COSA 616	Microsoft Excel, Intermediate	18		
COSA 617	Microsoft Excel, Advanced	18		
	TOTAL HOURS	**54**		

Certificate: Office Technologies – Microsoft Word 4167

Students will learn how to use Microsoft Word for the PC and its editing, formatting, and language tools to create, format, save, revise, and print various business and report documents. Students are required to complete the entire series of three courses within this program to receive the certificate of completion. There are no units associated with these noncredit classes, but students are expected to complete a total of 54 hours for completion.

REQUIRED COURSES		HOURS	In Progress	Completed Grade
COSA 610	Microsoft Word, Introductory	18		
COSA 611	Microsoft Word, Intermediate	18		
COSA 612116.69 247.27				