

DIGITAL AND SOCIAL MEDIA - CERTIFICATE OF ACHIEVEMENT

Plan Code: 3135

This program prepares students to use digital and social media productively and gives students the framework for understanding and evaluating new technology tools and platforms as they are developed. Students learn the design and impact of digital and social media technologies, the most updated criteria for evaluating social media platforms and generating branding content, and social media etiquette and ethics.

Program Student Learning Outcomes

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

Program Requirements

Code Number	Course Title	Units
REQUIRED COURSES		
BCOM 15	Business Communications	3
BCOM 25	Digital and Social Media	3
BCOM 263	Customer Service	3
Total Units		9

TELECOMMUTING FUNDAMENTALS - CERTIFICATE OF ACHIEVEMENT

Plan Code 9

This program provides students with the in-demand knowledge of videoconferencing tools, non-video collaboration, and etiquette required for effectively working remotely.

Program Student Learning Outcomes

- Utilize web conferencing tools to effectively communicate in a remote work environment.

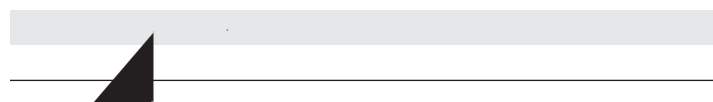
Program Requirements

Code	Course Title	Units
BCOM 15	Business Communications	3
BCOM 260	Channels of Business Communication	1
COSK 200	Keyboarding and Document Production	3
BCOM 264	Business Telecommuting Fundamentals	3
Total	Units	10

TELECOMMUTING FUNDAMENTALS - CERTIFICATE OF COMPLETION

Program Student Learning Outcomes

Program Requirements



BUSINESS DIGITAL LITERACY - CERTIFICATE OF ACCOMPLISHMENT

Plan Code: 4130

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Program Student Learning Outcomes

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Program Requirements

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COMPUTER HARDWARE TECHNICIAN - CERTIFICATE OF COMPLETION

Plan Code: 6009

Students will learn the basic IT skills involved in computer systems setup, repair, and management. Skills include component replacement of PC systems, operating system installation and configuration, local area network setup and operations, and basic office productivity software operations.

Program Student Learning Outcomes

- Analyze common software and hardware problems on personal computers.
- Distinguish and explain the introductory core computer and IT concepts and technology that are used personally, in society, in government, and business.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
COSA 650	Intro to IT Concepts & Applications	72
COSN 605	Computer Hardware Fundamentals	72
Total Hours		144

OFFICE TECHNOLOGIES ^{ESS} ^{ESS}

OFFICE TECHNOLOGIES – MICROSOFT ACCESS – CERTIFICATE OF COMPLETION

1/1/2025

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.

Program Student Learning Outcomes

- Use Microsoft Access to install, configure and manage a business database

Plan Code: 6005

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OFFICE TECHNOLOGIES – MICROSOFT POWERPOINT - CERTIFICATE OF COMPLETION

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Program Student Learning Outcomes

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Program Requirements

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