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Minimum Degree Total 60

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Plan Code: 2129

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Code Number	Course Title	Units
REQUIRED COURSES		
1- 8A BCD	1 \$. # fl . - / ! ! \$ # (L " / # .	E
1- 8A BD	5 Z " L * L # " . / (L * A fl " L	E
1- 8A BGE	- \$. / ! fl . fl & (fl	E
- 8. <BD	A "(/ / % H "# / ! . 8 Z fl L " # Z . fl " fl	E
- 8. <BDI	A "(/ / % H / ! " %1 H "# / ! .	E
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- 8. <BEI	2# " / " \$ (" / # " / - / ! Z \$ fl .	E
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Subtotal Units		27
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1- 8A BGI	- " L # fl * / %1 \$. # fl . - / ! ! \$ # (L " / # Q:	
1- 8A BGF	. / % . ; * %1 " fl H / ! ; Z L (fl Q:	
1- 8A BGO	1 \$. # fl . fl fl (/ ! ! \$ " # Z / \$ # " L ! fl # L * . Q:	
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Required Subtotal		30

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BUSINESS INFORMATION WORKER - CERTIFICATE OF ACHIEVEMENT

Plan Code: 3129

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DIGITAL AND SOCIAL MEDIA - CERTIFICATE OF ACHIEVEMENT

Plan Code: 3135

This certificate 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: 3169

The Telecommuting Fundamentals

BUSINESS DIGITAL LITERACY - CERTIFICATE OF ACCOMPLISHMENT

Plan Code: 4130

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Program Student Learning Outcomes

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COMPUTER HARDWARE TECHNICI

Plan Code: 4166

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OFFICE TECHNOLOGIES – MICROSOFT POWERPOINT - CERTIFICATE OF COMPLETION

Plan Code: 4161

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Program Student Learning Outcomes

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Program Requirements

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Total Hours		54

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