BUSINESS INFORMATION WORKER

The Business Information Worker program at Long Beach City College is a comprehensive offering of courses 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.

Certificates of Achievement

- Digital and Social Media - Certificate of Achievement (https://lbcc-public.courseleaf.com/degrees-certificates/business-information-worker/digital-social-media-certificate-achievement/)
- Microsoft Essentials - Certificate of Achievement (https://lbcc-public.courseleaf.com/degrees-certificates/business-information-worker/microsoft-essentials-certificate-achievement/)
- Telecommuting Fundamentals - Certificate of Achievement (https://lbcc-public.courseleaf.com/degrees-certificates/business-information-worker/telecommuting-fundamentals-certificate-achievement/)

Certificates of Accomplishment

- Business Digital Literacy - Certificate of Accomplishment (https://lbcc-public.courseleaf.com/degrees-certificates/business-information-worker/business-digital-literacy-certificate-accomplishment/)

Certificates of Completion

- Computer Hardware Technician - Certificate of Completion (https://lbcc-public.courseleaf.com/degrees-certificates/business-information-worker/computer-hardware-technician-certificate-completion/)
- Office Technologies – Job Search Skills - Certificate of Completion (https://lbcc-public.courseleaf.com/degrees-certificates/business-information-worker/office-technologies--job-search-skills-certificate-completion/)
- Office Technologies – Microsoft Access - Certificate of Completion (https://lbcc-public.courseleaf.com/degrees-certificates/business-information-worker/office-technologies-microsoft-access-certificate-completion/)
- Office Technologies – Microsoft Excel - Certificate of Completion (https://lbcc-public.courseleaf.com/degrees-certificates/business-information-worker/office-technologies--microsoft-excel-certificate-completion/)
- Office Technologies – Microsoft Outlook - Certificate of Completion (https://lbcc-public.courseleaf.com/degrees-certificates/business-information-worker/office-technologies--microsoft-outlook-certificate-completion/)
- Office Technologies – Microsoft PowerPoint - Certificate of Completion (https://lbcc-public.courseleaf.com/degrees-certificates/business-information-worker/office-technologies--microsoft-powerpoint-certificate-completion/)
- Office Technologies – Microsoft Word - Certificate of Completion (https://lbcc-public.courseleaf.com/degrees-certificates/business-information-worker/office-technologies--microsoft-word-certificate-completion/)
- Telecommuting Fundamentals - Certificate of Completion (https://lbcc-public.courseleaf.com/degrees-certificates/business-information-worker/telecommuting-fundamentals-certificate-completion/)

Business Communications

BCOM 15   3 units
Business Communications
54 hours lecture
Grading: letter grade or pass/no pass.
Formerly CAOTO 15. This course covers the principles of collecting, organizing, analyzing, and presenting business information. Written and oral communication involving problem solving in business are emphasized.
Transferable to CSU Only

BCOM 20 (C-ID BUS 115)   3 units
Business Writing
54 hours lecture
Prerequisite: ENGL C1000, ENGL C1000H, ENGL C1000E, or ESL 1S.
Grading: letter grade or pass/no pass.
This course teaches business communication fundamentals, the writing process, communication methods, and best practices for creating effective and professional business messages.
Transferable to CSU Only

BCOM 25   3 units
Digital and Social Media
54 hours lecture
Grading: letter grade or pass/no pass.
In this course, students will explore the design and impact of digital and social media technologies for both personal and professional application in a wide variety of organizational situations. Additionally, students will learn to understand digital and social media etiquette and ethics. Both the potential and the limitations of this technology will be explored and students will have access to hands-on experience with several forms of social media technology. Those who complete this course will be prepared to use digital and social media productively and will have a framework for understanding and evaluating new technology tools and platforms as they are developed. This course is not open for credit to students who have completed GBUS 25.
Transferable to CSU Only

BCOM 222   3 units
Career Development for Tech Professions
54 hours lecture
Grading: letter grade or pass/no pass.
Formerly CAOTO 222. This course is aimed at helping students gain the necessary vocational skills to secure suitable work opportunities for tech professionals. The training includes self-evaluation, research into tech occupations and firms, informational interviews, generating marketable job materials (such as resumes and cover letters), personal branding, and implementing follow-up actions.

BCOM 260   1 units
Channels of Business Communication
18 hours lecture
Grading: letter grade or pass/no pass.
Formerly CAOTO 260. This course is intended for students who want both training and experience in developing professional communication skills by using modern methods of human interaction.

BCOM 262   1 units
Interpersonal Skills for the Workplace
18 hours lecture
Grading: letter grade or pass/no pass.
Formerly CAOTO 262. This course examines the fundamentals of human relations in various corporate settings and provides essential skills in using these ideas to increase workplace success.

BCOM 263   3 units
Customer Service
54 hours lecture
Grading: letter grade or pass/no pass.
Formerly CAOTO 263. This course covers customer service including its importance to a successful business, customers' needs and wants, support, as well as interactions and relationships. Students learn to develop multitasking skills, reduce stress, and maintain a positive attitude. Students will explore several aspects of conflict and learn important skills that can help manage conflicts effectively as a customer service employee.

BCOM 264   3 units
Business Telecommuting Fundamentals
54 hours lecture
Grading: letter grade or pass/no pass.
This course focuses on careers involving virtual work for office environments. The course prepares students for business office work requiring remote workers, remote administrative assistance, and global support in contemporary business environments. Participants will learn how to utilize digital resources in telecommuting work, implement cloud-based productivity tools, and assess a remote working environment that fosters productivity, concentration, and professionalism.

BCOM 615   0 units
Business Communications
54 hours lecture
Grading: non graded.
This course covers the principles of collecting, organizing, analyzing, and presenting business information. Written and oral communication involving problem solving in business are emphasized.

BCOM 621   0 units
Career Development for Tech Professions
54 hours lecture
Grading: non graded.
This course is aimed at helping students gain the necessary vocational skills to secure suitable work opportunities for tech professionals. The training includes self-evaluation, research into tech occupations and firms, informational interviews, generating marketable job materials (such as resumes and cover letters), personal branding, and implementing follow-up actions.

BCOM 622   0 units
The Job Search Process
18 hours lecture
Grading: non graded.
This course is designed to provide Computer and Office Studies (COS)/ Business Communication (BCOM) students with insight regarding steps to begin planning for their future careers. Students will conduct self-assessments, create a career plan, and discover who they are as future employees.

BCOM 623   0 units
Job Search Tools
18 hours lecture
Grading: non graded.
The course will focus on creating, drafting, revising, and presenting workplace-related documents. Students will create a job portfolio related to business communications that includes a resume and cover letter.

BCOM 624   0 units
The Interview Process
18 hours lecture
Grading: non graded.
This course will focus on the development of business communication skills required in a job interview. Students will develop competency in the preparation for, participation in, and reflection on the job interview process.

BCOM 625   0 units
Digital and Social Media
54 hours lecture
Grading: non graded.
In this course, students will explore the design and impact of digital and social media technologies for both personal and professional application in a wide variety of organizational situations. Additionally, students will learn to understand digital and social media etiquette and ethics. Both the potential and the limitations of this technology will be explored and students will have access to hands-on experience with several forms of social media technology. Those who complete this course will be prepared to use digital and social media productively and will have a framework for understanding and evaluating new technology tools and platforms as they are developed.

BCOM 660   0 units
Channels of Business Communication
18 hours lecture
Grading: non graded.
This class is intended for students who want both training and experience in developing professional communication skills by using modern methods of human interaction.

BCOM 662   0 units
Interpersonal Skills for the Workplace
18 hours lecture
Grading: non graded.
This course examines the fundamentals of human relations in various corporate settings and provides essential skills in using these ideas to increase workplace success.

BCOM 663   0 units
Customer Service
54 hours lecture
Grading: non graded.
This course covers customer service including its importance to a successful business, customers' needs and wants, support, as well as interactions and relationships. Students learn to develop multitasking skills, reduce stress, and maintain a positive attitude. Students explore several aspects of conflict and learn important skills that can help manage conflicts effectively as a customer service employee.

BCOM 664   0 units
Business Telecommuting Fundamentals
54 hours lecture
Grading: non graded.
This course focuses on careers involving virtual work for office environments. The course prepares students for business office work requiring remote workers, remote administrative assistance, and global support in contemporary business environments. Participants will learn how to utilize digital resources in telecommuting work, implement cloud-based productivity tools, and assess a remote working environment that fosters productivity, concentration, and professionalism.

Computer and Office Software - Applications Software

COSA 1   1 units
Computer Information Competency
18 hours lecture, 18 hours laboratory
Grading: letter grade or pass/no pass.
Formerly COMIS 1 and CAOTC 211. The course is designed for students to develop current computer information competency. It covers basic use of hardware, Internet knowledge and skills, word processing, spreadsheet, digital data presentations, and communications applications. This course satisfies the technology component of the Information Competency graduation requirement for Plan A.
Transferable to CSU Only

COSA 2   3 units
Critical Thinking Using Computers
54 hours lecture
Grading: letter grade or pass/no pass.
Formerly CPAS 2. This course will explore the various ways computer technology can be used to enhance critical thinking and information literacy skills. The student will learn to utilize multiple software programs critically to gather, diagnose, synthesize, and present information. Students will develop a fundamental understanding of critical thinking skills such as deductive and inductive reasoning, scientific reasoning, argument analysis and development in the context of computer technology.
Transferable to both UC and CSU; see counselor for limitations

COSA 3   3 units
Technology and Society
54 hours lecture
Grading: letter grade or pass/no pass.
This course critically examines the interrelationships among technology, the individual, and society. Students investigate the factors that influence the growth and development of technology and assess how individuals and society respond to the challenges and consequences of the technology revolution. Appropriate for both technical and non-technical majors, students explore principles, methodologies, and value systems from a technology perspective. Students will use case studies to illustrate how technology has affected specific industries.
Transferable to both UC and CSU; see counselor for limitations

COSA 5   3 units
Microsoft Windows Operating System
54 hours lecture
Grading: letter grade or pass/no pass.
Formerly CAOTC 31A and COSA 5AD. Students will learn basic to advanced features and concepts of the Microsoft Windows operating system. Topics will include the use of Microsoft applications, Internet technologies, email, maintenance and security. Conceptual materials covered in this course will be balanced with hands-on experience. This course satisfies the technology portion of the information competency requirement.
Transferable to CSU Only

COSA 10   3 units
Microsoft Word for Windows
54 hours lecture
Recommended Preparation: COSA 1.
Grading: letter grade or pass/no pass.
Materials Fee: $10.
Word processing using Microsoft Word. Students will learn how to edit, format, design, and use layout and customization tools to create documents such as letters, flyers, newsletters, and publications. Upon successful completion of this course, students will be provided with a voucher to take the Microsoft Office Specialist (MOS) industry certification exam. Formerly CAOTC 39A and COSA 10AD.
Transferable to CSU Only

COSA 15   3 units
Microsoft Excel for Windows
54 hours lecture
Recommended Preparation: COSA 1.
Grading: letter grade or pass/no pass.
Materials Fee: $10.
Formerly CAOTC 41E and COSA 15AD. Students will learn spreadsheet concepts using Microsoft Excel including formatting, formulas and functions, charts, linked worksheets, and pivot tables. Upon successful completion of this course, students will be provided with a voucher to take the Microsoft Office Specialist (MOS) industry certification exam.
Transferable to CSU Only

COSA 20   3 units
Microsoft PowerPoint for Windows
54 hours lecture
Recommended Preparation: COSA 1.
Grading: letter grade or pass/no pass.
Materials Fee: $10.
Formerly CAOTC 44D and COSA 20AD. This class provides a thorough exploration of presentation graphics software. Skills are developed in planning, creating, formatting, enhancing, and delivering presentations. Through hands-on practice, students learn to combine text and graphic images, animation, sound, and other special effects to develop computerized slide shows. This course satisfies the technology component of the Information Competency graduation requirement. Upon successful completion of this course, students will receive a voucher to sit for the Microsoft Office Specialist (MOS) industry certification exam.
Transferable to CSU Only

COSA 25   3 units
Microsoft Access for Windows
54 hours lecture
Recommended Preparation: COSA 1.
Grading: letter grade or pass/no pass.
Materials Fee: $10.
Formerly CAOTC 47A and COSA 25AD. Relational databases concepts using Microsoft Access including design fundamentals, creation of tables, queries, forms, and reports are covered. This course satisfies the technology component of the Information Competency graduation requirement. Upon successful completion of this course, students will be provided with a voucher to take the Microsoft Office Specialist (MOS) industry certification exam.
Transferable to CSU Only

COSA 30 (C-ID ITIS 120)   3 units
Introduction to Computers
54 hours lecture
Recommended Preparation: COSA 1.
Grading: letter grade or pass/no pass.
Materials Fee: $10.
Formerly CAOTC 34. This course is a computer and information literacy course. This course will focus on: the relationship between technology, individuals, and society; the long-term physiological consequences of incorrect ergonomic design; and the use of critical thinking and logic to critically gather, diagnose, synthesize, and present information. Instruction also includes the use of computers, common software programs, peripherals, and social media. Students are instructed in the use of word processing, spreadsheet, presentation, and Internet applications. Upon successful completion of this course, students will be given a voucher to sit for the Internet and Computing Core (IC3) industry certification exam.
Transferable to CSU Only

COSA 35   3 units
Microsoft Office
54 hours lecture
Recommended Preparation: COSA 1.
Grading: letter grade or pass/no pass.
Formerly CAOTC 35. This course studies the concepts and features of Microsoft Office software in today's business office with hands-on application projects. Topics covered include computer concepts, operating system, file management browser fundamentals, MS Word, MS Excel, MS Access and MS PowerPoint. This course satisfies the technology component of the Information Competency requirement for Plan A.
Transferable to CSU Only

COSA 50 (C-ID ITIS 120)   4 units
Intro to IT Concepts and Applications
72 hours lecture
Recommended Preparation: COSA 1.
Grading: letter grade or pass/no pass.
Materials Fee: $10.
Formerly CBIS 6A. This course focuses on information systems, information literacy, and computer literacy. This course emphasizes: the relationship between technology, individuals, and society; the long-term physiological consequences of incorrect ergonomic design; and the use of critical thinking and logic to critically gather, diagnose, synthesize, and present information. Word processing, spreadsheets, databases, presentation software, and basic Internet use will be covered. Spreadsheet use for business will be emphasized. Upon successful completion of this course, students will be given a voucher to sit for the Microsoft Office Specialist (MOS) industry certification exam.
Transferable to both UC and CSU; see counselor for limitations

COSA 55   3 units
AI and Machine Learning Foundations
54 hours lecture
Grading: letter grade.
This course introduces students to foundational Artificial Intelligence (AI) and Machine Learning (ML) principles, preparing them for workplace applications in business, marketing, education, and healthcare. Topics include AI history, types of AI, machine learning basics, real-world applications, and ethical considerations. Students will analyze AI-powered tools and develop skills in evaluating AI technologies for responsible and effective use in professional environments.
Transferable to CSU Only

COSA 60   3 units
Fundamentals of Generative AI
54 hours lecture
Grading: letter grade or pass/no pass.
This course provides students with theoretical knowledge and practical artificial intelligence (AI) skills tailored to meet industry demands. The curriculum encompasses a broad spectrum of AI, from foundational concepts to practical applications, including advanced prompt engineering techniques. It addresses ethical considerations and the broader societal impacts of AI. The pedagogical approach integrates weekly lectures with hands-on activities and projects, fostering an interactive learning environment emphasizing real-world applicability.
Transferable to CSU Only

COSA 210   3 units
Project Management Tools and Techniques
54 hours lecture
Recommended Preparation: COSA 50.
Grading: letter grade or pass/no pass.
Formerly CBIS 436A. This course focuses on equipping administrative professionals with essential project management skills. The course covers organization, time management, and communication strategies, emphasizing practical application in administrative settings. It includes hands-on training in software tools for efficient project planning, execution, and tracking. This course is integral for those seeking to enhance their administrative project management capabilities.

COSA 215   3 units
Microsoft Outlook for Windows
54 hours lecture
Recommended Preparation: COSA 1.
Grading: letter grade or pass/no pass.
Materials Fee: $10.
Formerly CAOTC 215A and COSA 215AD. This course provides comprehensive instruction in desktop management software using Microsoft Outlook. Topics include how to compose, format, and send e-mail, manage contacts, plan and track tasks, schedule calendar items, and integrate Outlook with other applications. Upon successful completion of this course, students will be given a voucher to sit for the Microsoft Office Specialist (MOS) industry certification exam.

COSA 240   1 units
Introduction to Cryptocurrency
18 hours lecture
Grading: letter grade or pass/no pass.
This course introduces the concepts and technologies behind cryptocurrency and blockchain. Topics include the basis of cryptocurrency, the relation to blockchain technology, the acquisition, management, and technology used in securing cryptocurrency in open and distributed financial systems. This course is for students who want to understand the role cryptocurrency plays in society.

COSA 241   1 units
Cryptocurrency Financial Software
18 hours lecture
Grading: letter grade or pass/no pass.
This course covers the software applications and platforms currently used in the field of Cryptocurrency. Topics will include the types of software commonly used to research, analyze, invest, and manage Cryptocurrency assets. This course is designed for anyone considering entering into Cryptocurrency financial services and investing.

COSA 251   3 units
Data Analytics with Power BI
54 hours lecture
Grading: letter grade or pass/no pass.
This course is designed to provide a comprehensive understanding of Power BI, a powerful data visualization and business analytics tool developed by Microsoft. This course equips students with the skills to transform raw data into meaningful insights, create interactive visualizations, and effectively communicate findings to stakeholders. Through hands-on exercises, real-world examples, and engaging discussions, students will learn how to leverage Power BI's capabilities to make data-driven decisions and enhance overall business performance.

COSA 252   3 units
Data Analytics with Tableau
54 hours lecture
Grading: letter grade or pass/no pass.
This course provides a comprehensive understanding of Tableau, a leading data visualization tool. This course is suitable for beginners with little to no experience in data visualization or Tableau, as well as intermediate users looking to deepen their knowledge. Students will master the art of creating captivating visualizations, interactive dashboards, and informative reports, all while uncovering valuable insights from data.

COSA 253   3 units
Introduction to Google Analytics
54 hours lecture
Grading: letter grade or pass/no pass.
This course provides an introduction to the field of data analytics using Google Analytics as a primary tool for data collection and analysis. It covers fundamental concepts and techniques of data analytics, data visualization, and data-driven decision-making. Students will gain hands-on experience in data collection, data cleaning, data analysis, and data visualization using Google Analytics and other relevant tools. The course also explores real-world applications of data analytics in various fields.

COSA 601   0 units
Computer Information Competency
18 hours lecture, 18 hours laboratory
Grading: non graded.
The course is designed for students to develop current computer information competency. It covers basic use of hardware, Internet knowledge and skills, word processing, spreadsheet, digital data presentations, and communications applications.

COSA 602   0 units
Critical Thinking Using Computers
54 hours lecture
Grading: non graded.
This course will explore the various ways computer technology can be used to enhance critical thinking and information literacy skills. The student will learn to utilize multiple software programs critically to gather, diagnose, synthesize, and present information. Students will develop a fundamental understanding of critical thinking skills such as deductive and inductive reasoning, scientific reasoning, argument analysis, and development in the context of computer technology.

COSA 603   0 units
Technology and Society
54 hours lecture
Grading: non graded.
This course critically examines the interrelationships among technology, the individual, and society. Students investigate the factors that influence the growth and development of technology and assess how individuals and society respond to the challenges and consequences of the technology revolution. Appropriate for both technical and non-technical majors, students explore principles, methodologies, and value systems from a technology perspective. Students will use case studies to illustrate how technology has affected specific industries.

COSA 605   0 units
Microsoft Windows Operating System
54 hours lecture
Grading: non graded.
Students will learn basic to advanced features and concepts of the Microsoft Windows operating system. Topics will include the use of Microsoft applications, Internet technologies, email, maintenance and security. Conceptual materials covered in this course will be balanced with hands-on experience.

COSA 610   0 units
Microsoft Word, Introductory
18 hours lecture
Grading: non graded.
This course provides hands-on instruction using basic features of Microsoft Word for the PC and its editing, formatting, and language tools to create, format, save, revise, and print various business and report documents.

COSA 611   0 units
Microsoft Word, Intermediate
18 hours lecture
Grading: non graded.
This course provides hands-on instruction using intermediate features of Microsoft Word for the PC and its editing, formatting, and language tools to create, format, save, revise, and print various business and report documents.

COSA 612   0 units
Microsoft Word, Advanced
18 hours lecture
Grading: non graded.
This course provides hands-on instruction using advanced features of Microsoft Word for the PC and its editing, formatting, and language tools to create, format, save, revise, and print various business and report documents.

COSA 613   0 units
Microsoft Word for Windows
54 hours lecture
Recommended Preparation: COSA 601.
Grading: non graded.
Materials Fee: $10.
Word processing using Microsoft Word. Students will learn how to edit, format, design, and use layout and customization tools to create documents such as letters, flyers, newsletters, and publications. Upon successful completion of this course, students will be provided with a voucher to take the Microsoft Office Specialist (MOS) industry certification exam.

COSA 615   0 units
Microsoft Excel, Introductory
18 hours lecture
Grading: non graded.
This course covers beginning spreadsheet concepts using Microsoft Excel including formatting, formulas and functions, charts, linked worksheets, and pivot tables.

COSA 616   0 units
Microsoft Excel, Intermediate
18 hours lecture
Grading: non graded.
This course covers intermediate spreadsheet concepts using Microsoft Excel including formatting, formulas and functions, charts, linked worksheets, and pivot tables.

COSA 617   0 units
Microsoft Excel, Advanced
18 hours lecture
Grading: non graded.
This course covers advanced spreadsheet concepts using Microsoft Excel including formatting, formulas and functions, charts, linked worksheets, and pivot tables.

COSA 618   0 units
Microsoft Excel for Windows
54 hours lecture
Recommended Preparation: COSA 601.
Grading: non graded.
Materials Fee: $10.
Students will learn spreadsheet concepts using Microsoft Excel including formatting, formulas and functions, charts, linked worksheets, and pivot tables. Upon successful completion of this course, students will be provided with a voucher to take the Microsoft Office Specialist (MOS) industry certification exam.

COSA 620   0 units
Microsoft PowerPoint, Introductory
18 hours lecture
Grading: non graded.
This course covers basic presentation concepts using Microsoft PowerPoint including combining text and graphic images to develop computerized slide shows, charts, and printed materials for presentations.

COSA 621   0 units
Microsoft PowerPoint, Intermediate
18 hours lecture
Grading: non graded.
This course covers intermediate presentation concepts using Microsoft PowerPoint including combining text and graphic images to develop computerized slide shows, charts, and printed materials for presentations.

COSA 622   0 units
Microsoft PowerPoint, Advanced
18 hours lecture
Grading: non graded.
This course covers advanced presentation concepts using Microsoft PowerPoint including combining text and graphic images to develop computerized slide shows, charts, and printed materials for presentations.

COSA 623   0 units
Microsoft PowerPoint for Windows
54 hours lecture
Recommended Preparation: COSA 601.
Grading: non graded.
Materials Fee: $10.
This class provides a thorough exploration of presentation graphics software. Skills are developed in planning, creating, formatting, enhancing, and delivering presentations. Through hands-on practice, students learn to combine text and graphic images, animation, sound, and other special effects to develop computerized slide shows. Upon successful completion of this course, students will receive a voucher to sit for the Microsoft Office Specialist (MOS) industry certification exam.

COSA 624   0 units
Microsoft Access for Windows
54 hours lecture
Recommended Preparation: COSA 601.
Grading: non graded.
Materials Fee: $10.
Relational database concepts using Microsoft Access including design fundamentals, and the creation of tables, queries, forms, and reports are covered. Upon successful completion of this course, students will be provided with a voucher to take the Microsoft Office Specialist (MOS) industry certification exam.

COSA 625   0 units
Microsoft Access, Introductory
18 hours lecture
Grading: non graded.
This course covers basic database concepts using Microsoft Access including creating and modifying tables, running queries, generating reports, and creating forms.

COSA 626   0 units
Microsoft Access, Intermediate
18 hours lecture
Grading: non graded.
This course covers intermediate database concepts using Microsoft Access including creating and modifying tables, running queries, generating reports, and creating forms.

COSA 627   0 units
Microsoft Access, Advanced
18 hours lecture
Grading: non graded.
This course covers advanced database concepts using Microsoft Access including creating and modifying tables, running queries, generating reports, and creating forms.

COSA 628   0 units
Microsoft Outlook, Introductory
18 hours lecture
Grading: non graded.
This course provides instruction in desktop management using Microsoft Outlook. Topics include how to send and receive e-mail, use email special features, and create contacts.

COSA 629   0 units
Microsoft Outlook, Intermediate
18 hours lecture
Grading: non graded.
This course provides instruction in intermediate Outlook tasks. Students will learn how to plan and track tasks, schedule calendar items, and create rules to manage their Inbox.

COSA 630   0 units
Microsoft Outlook, Advanced
18 hours lecture
Grading: non graded.
This class provides instruction in advanced functions of Microsoft Outlook. Through hands-on practice, student learn to share and manage multiple calendars, import and export contacts, archive and adjust security options, and customize Outlook components.

COSA 631   0 units
Microsoft Outlook for Windows
54 hours lecture
Recommended Preparation: COSA 601.
Grading: non graded.
Materials Fee: $10.
This course provides comprehensive instruction in desktop management software using Microsoft Outlook. Topics include how to compose, format, and send e-mail, manage contacts, plan and track tasks, schedule calendar items, and integrate Outlook with other applications. Upon successful completion of this course, students will be given a voucher to sit for the Microsoft Office Specialist (MOS) industry certification exam.

COSA 632   0 units
Introduction to Computers
54 hours lecture
Recommended Preparation: COSA 601.
Grading: non graded.
Materials Fee: $10.
This course is a computer and information literacy course. This course will focus on: the relationship between technology, individuals, and society; the long-term physiological consequences of incorrect ergonomic design; and the use of critical thinking and logic to critically gather, diagnose, synthesize, and present information. Instruction also includes the use of computers, common software programs, peripherals, and social media. Students are instructed in the use of word processing, spreadsheet, presentation, and Internet applications. Upon successful completion of this course, students will be given a voucher to sit for the Internet and Computing Core (IC3) industry certification exam.

COSA 635   0 units
Microsoft Office
54 hours lecture
Recommended Preparation: COSA 601.
Grading: non graded.
This course studies the concepts and features of Microsoft Office software in today's business office with hands-on application projects. Topics covered include computer concepts, operating systems, file management browser fundamentals, MS Word, MS Excel, MS Access and MS PowerPoint.

COSA 640   0 units
Introduction to Cryptocurrency
18 hours lecture
Grading: non graded.
This course introduces the concepts and technologies behind cryptocurrency and blockchain. Topics include the basis of cryptocurrency, the relation to blockchain technology, the acquisition, management, and technology used in securing cryptocurrency in open and distributed financial systems. This course is for students who want to understand the role cryptocurrency plays in society.

COSA 641   0 units
Cryptocurrency Financial Software
18 hours lecture
Grading: non graded.
This course covers the software applications and platforms currently used in the field of Cryptocurrency. Topics will include the types of software commonly used to research, analyze, invest, and manage Cryptocurrency assets. This course is designed for anyone considering entering into Cryptocurrency financial services and investing.

COSA 650   0 units
Intro to IT Concepts & Applications
72 hours lecture
Recommended Preparation: COSA 601.
Grading: non graded.
This course is an introduction to information systems and the common use of office applications. Internet, Word processing, spreadsheets, databases, presentation software, and basic internet use will be covered. Spreadsheet use for business will be emphasized. Upon successful completion of this course, students will be given a voucher to sit for the Microsoft Office Specialist (MOS) industry certification exam. This course satisfies the technology portion of the Information Competency graduation requirement.

COSA 651   0 units
Data Analytics with Power BI
54 hours lecture
Grading: non graded.
This course is designed to provide a comprehensive understanding
of Power BI, a powerful data visualization and business analytics tool
developed by Microsoft. This course equips students with the skills
to transform raw data into meaningful insights, create interactive
visualizations, and effectively communicate findings to stakeholders.
Through hands-on exercises, real-world examples, and engaging
discussions, students will learn how to leverage Power BI's capabilities to
make data-driven decisions and enhance overall business performance.

COSA 652   0 units
Data Analytics with Tableau
54 hours lecture
Grading: non graded.
This course provides a comprehensive understanding of Tableau, a
leading data visualization tool. This course is suitable for beginners
with little to no experience in data visualization or Tableau, as well
as intermediate users looking to deepen their knowledge. Students
will master the art of creating captivating visualizations, interactive
dashboards, and informative reports, all while uncovering valuable
insights from data.

COSA 653   0 units
Introduction to Google Analytics
54 hours lecture
Grading: non graded.
This course provides an introduction to the field of data analytics using
Google Analytics as a primary tool for data collection and analysis. It
covers fundamental concepts and techniques of data analytics, data
visualization, and data-driven decision-making. Students will gain hands-
on experience in data collection, data cleaning, data analysis, and data
visualization using Google Analytics and other relevant tools. The course
also explores real-world applications of data analytics in various fields.

COSA 660   0 units
Fundamentals of Generative AI
54 hours lecture
Grading: non graded.
This course provides students with theoretical knowledge and practical
artificial intelligence (AI) skills tailored to meet industry demands. The
curriculum encompasses a broad spectrum of AI, from foundational
concepts to practical applications, including advanced prompt
engineering techniques. It addresses ethical considerations and the
broader societal impacts of AI. The pedagogical approach integrates
weekly lectures with hands-on activities and projects, fostering an
interactive learning environment emphasizing real-world applicability.