

TELECOMMUTING FUNDAMENTALS - CERTIFICATE OF ACHIEVEMENT

Plan Code: 3169

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 Number	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