LONG BEACH CITY COLLEGE

Career & Technical Education

Take our **WORD** for it.

These **FREE** courses will help you **EXCEL**.

Get the **POWER** to **POINT** yourself in the right direction at Long Beach City College!

Earn FREE Certificates of Completion in:

- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Office Technologies: Job Search Skills
- Office Technologies: Information Competency
- Computer Hardware Repair

REGISTER TODAY! Visit **LBCC.edu/adult-education** for registration information, upcoming session dates, times and locations.

Minimal fees apply.

LBCC FREE COMPUTER SOFTWARE NON CREDIT COURSES & PROGRAMS

Office Technologies, Microsoft Outlook Certificate of Completion *(54 Total Hours)*

Provides a working skill set with an email application tool using the Microsoft Outlook software.

COSA	628	Microsoft Outlook, Introductory
COSA	629	Microsoft Outlook, Intermediate
COSA	630	Microsoft Outlook, Advanced

Office Technologies, Microsoft PowerPoint Certificate of Completion *(54 Total Hours)*

Courses will provide a working skill set in the operation of Microsoft PowerPoint presentation system software.

COSA	620	Microsoft PowerPoint, Introductory
COSA	621	Microsoft PowerPoint, Intermediate
COSA	622	Microsoft PowerPoint, Advanced

Office Technologies, Microsoft Word Certificate of Completion *(54 Total Hours)*

A demonstrated pathway to enrollment in the operation of Word productivity tools courses.

COSA	610	Microsoft Word, Introductory
COSA	611	Microsoft Word, Intermediate
COSA	612	Microsoft Word, Advanced

Office Technologies, Microsoft Excel Certificate of Completion *(54 Total Hours)*

Provides students with a working skill set in the operation of spreadsheet productivity tools using the Microsoft Excel spreadsheet software.

COSA	615	Microsoft Excel, Introductory
COSA	616	Microsoft Excel, Intermediate
COSA	617	Microsoft Excel, Advanced

Office Technologies, Microsoft Access Certificate of Completion *(54 Total Hours)*

Teaches students the office database operations using the Microsoft Access.

COSA	625	Microsoft Access, Introductory
COSA	625	Microsoft Access, Introductory
COSA	626	Microsoft Access, Intermediate

Computer Hardware Repair Certificate of Completion *(144 Total Hours)*

Certifies students have achieved Information Technology skills for pre-transfer level college courses. Demonstrates skill achievement at levels that are necessary for completing the CompTIA A+ Industry Certification Exam.

COSA	650	Intro. to IT Concepts & Applications
COSN	605	Computer Hardware Fundamentals

Office Technologies, Job Search Skills Certificate of Completion *(54 Total Hours)*

Assists students in entry/re-entry into the job market. Gives awareness of tools to be successful in seeking, obtaining, and maintaining employment. Topics include evaluating career choices; organizing job searches; completing and assembling documents needed for acquiring jobs; and applying successful interview strategies.

BCOM	622	The Job Search Process
BCOM	623	Job Search Tools
BCOM	624	The Interview Process

Office Technologies, Information Competency Certificate of Completion *(72 Total Hours)*

Basic computer concepts, applications and keyboarding skills for enrollment in credit programs and/or entry or re-entry into the job market. Verifies skill achievement at levels necessary for pursuing high-skill, high wage employment.

COSA	601	Computer Information Competency
COSK	633	Computer Keyboarding Skills

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WWW.LBCC.EDU/ADULT-EDUCATION