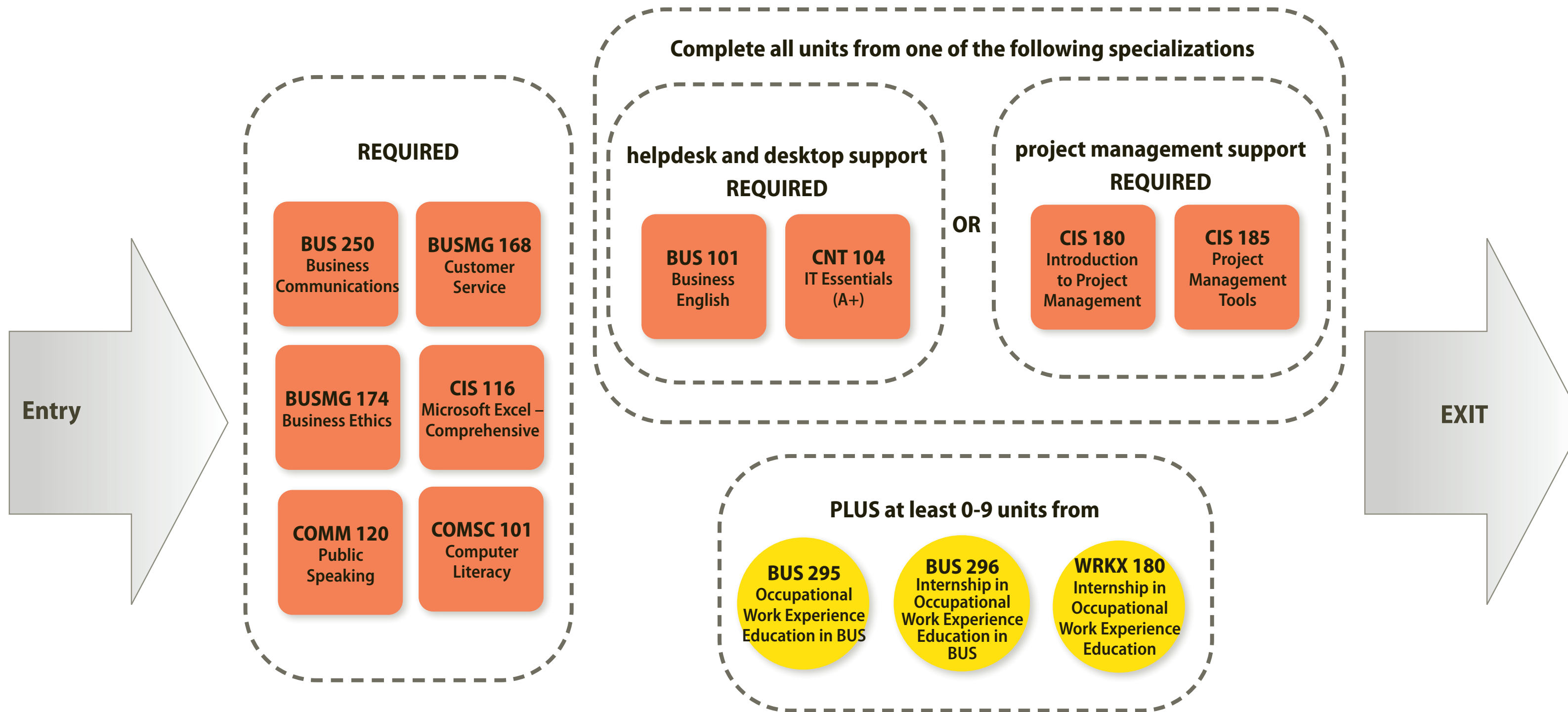
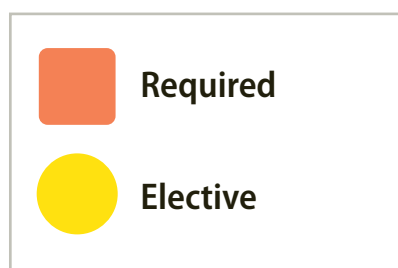


# BUS Professional and Technical Workplace Skills Certificate of Achievement



total minimum required units 18



## PROGRAM LEARNING OUTCOMES

### Technical workplace: Helpdesk and desktop support

Students completing the program will be able to:

1. Develop and publish web pages using industry best practices.
2. Create planning and user experience design deliverables for web and mobile projects.
3. Implement rich media, visual design, and interaction design concepts.
4. Build foundation knowledge in digital media production.
5. Qualify for entry-level employment in the art digital media field.
6. Gain skills in a range of creative media tools

### Technical workplace skills: Project management support

Students completing the program will be able to:

1. Utilize project management concepts, terminology, and processes.
2. Use project management software to manage multi-faceted projects.
3. Define a project plan and develop diagrams and charts to illustrate enterprise structure, workflow, and scheduling.
4. Demonstrate basic graphical user interface operations in a computer environment.
5. Produce spreadsheets, documents, and presentation

## Careers in

- This certificate will provide robust preparation for a student interested in a career in technology in either of these job categories.

You need to see a Counselor for specific recommendations about courses that will best meet your educational goals. Not all courses on the map are offered every term. Consult the Catalog and the Schedule of Classes for more details.

For information about transferring, see: <https://www.dvc.edu/enrollment/transfer/index.html>

For information on careers in this field see: <https://www.dvc.edu/enrollment/career-employment/index.html>