# DIGITAL COMMUNICATION FUNDAMENTALS, CERTIFICATE OF COMPLETION

**Banner Code:** 1_NCH_DCF
**Control Number:** 44129
**Not Financial Aid Eligible**

The Digital Communication Fundamentals Certificate of Completion is a noncredit program designed to prepare students to develop essential online digital and computer skills that are in demand in the 21st century workplace, personal day to day tasks and for various educational modalities. Students will develop skills and competencies in basic hardware and online applications for basic operations of a computer and operating systems, email fundamentals for productive communication, cloud fundamentals on theory, definition, environment, features, functions and online applications such as, Google Drive, Google Docs, Google Sheets, Google Slides, and other online collaborative communication applications to obtain, sustain, advance employment opportunities, transition to other noncredit or credit programs in various career education fields. Students who successfully complete CHT A030N and CHT A040N will receive a Certificate of Completion.

## Program Outcomes

1. Successful students in this program will be able to utilize essential online digital communication applications while maintaining a secure cyber environment.
2. Successful students in this program will be able to navigate in Google Drive and create a Google Doc or a Google Sheet.

Review Graduation Requirements (https://catalog.cccd.edu/orange-coast/graduation-requirements/associate-degree/) and General Education (https://catalog.cccd.edu/orange-coast/general-education-patterns/).

## Certificate of Completion

A certificate leading to improved employability or job opportunities.

For more information regarding noncredit, please visit https://orangecoastcollege.edu/academics/adult-education/index.html (https://orangecoastcollege.edu/academics/adult-education/)

| Course | Title | Hours |
| --- | --- | --- |
| **Required Courses** | | |
| CHT A030N | Computer Skills for the 21st Century | 36 |
| CHT A040N | Google Applications | 36 |
| **Total Hours** | | **72** |