



Digital Literacy for Academic and Professional Success I

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**Award Type** Certificate of Competency (Noncredit)

### Description

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#### **Description**

The combination of courses in this certificate program is designed to help students learn new digital literacy skills. It covers operating systems, word processing applications, e-mail, the internet, online educational applications, social media, and other related topics. Upon completing this program, students will have developed the technical knowledge, language skills, and confidence needed for social and academic growth with improved digital literacy skills and knowledge to make a successful transition to office technology programs in career education, vocational training, and other related vocational fields.

### Program Learning Outcomes

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1. **Outcome**

Upon completing this program, students will have developed basic literacy skills through technical knowledge, language skill development, and increased self-confidence needed for social and academic growth to make a successful transition to office technology courses and programs in Career Education.

### Degree Requirements

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Students must pass one of the following core courses:		Credits 0
ESL 301	Beginning Low(Active)	0
ESL 302	Beginning High(Active)	0
ESL 303	Intermediate Low(Active)	0
ESL 304	Intermediate High(Active)	0
ESL 305	Advanced Low(Active)	0
ESL 306	Advanced High(Active)	0
Students must pass one of the following courses:		Credits 0
VBUS 500	Digital Literacy for Academic and Professional Success - Tier 1(Active)	0
VBUS 501	Digital Literacy for Academic and Professional Success - Tier 2(Active)	0
		<b>Total: 0</b>

## Approval Dates

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**CIC Approval Date:** 10/31/2022