SAN DIEGO CITY COLLEGE

Certificate of Achievement in Office Administrative Assistant

ITEM 1. PROGRAM GOALS AND OBJECTIVES

The Computer Business Technology program offers hands-on training in Microsoft Office applications. Skills learned in this program can be applied to any career field. Emphasis is placed on enhancing computer skills for college success and/or employment in entry-level business office environments.

Program Learning Outcomes

* Identify computer operating systems functions and define key features of different software applications.
* Demonstrate proficiency utilizing the Microsoft Office Suite programs to create office documents, compose professional content and communications, and deliver presentations.
* Employ critical thinking as a basis for continual learning and problem solving.
* Demonstrate interpersonal skills, such as leadership, following directions, accountability, consensus building, communication, conflict resolution, and teambuilding.

Career Options

Examples of careers in computer business technology include: brokerage clerk, information and record clerk, general office clerk, order clerk, receptionist, entry-level administrative assistant, administrative clerk, cashier receptionist, clerical technician, customer service rep, mortgage receptionist, etc.

Student Selection and Fees

COLLEGE ADMISSION (Education Code Section 76000): California Education Code Section 76000 permits admission to a community college of “any California resident who possesses a high school diploma or the equivalent thereof.” Other persons may be admitted under the rules of the San Diego Community College District Board of Trustees, subject to the restrictions contained in law. In accordance with Section 76000 of the California Education Code, San Diego City College may admit students under the following conditions:

1. Persons who possess a high school diploma or California high school proficiency exam certification or a high school equivalency certificate;
2. Persons 18 years of age or older or emancipated minors who do not possess a high school diploma or equivalent may be admitted by the college under provisional admission status;
3. Persons concurrently enrolled in an adult education program administered by a school district, or noncredit program administered by a community college district may be admitted by the college as “special part-time” students;
4. Persons concurrently enrolled in a K-12 program may be admitted as “special part-time” students subject to permission of the parent or guardian, recommendation and approval of the school principal, and approval of the college president or designee. Special parttime students will be admitted under provisional admission status. College classes offered on the high school campus and students participating in high school/community college articulated program will not be subject to GPA restrictions specified in Administrative Procedure, AP 5010, Student Admission Status;
5. Persons may be admitted as “special full-time” students pursuant to California Education Code Section 48800.5 with approval of the high school governing board and approval of the college president or designee. Special full-time students will be admitted under provisional admission status; and
6. Persons who do not meet one of the admission criteria stated above will not be admitted under any circumstances.

*Reference:* [*BP 5010*](https://www.sdccd.edu/docs/District/policies/Student%20Services/BP%205010.pdf)*,* [*AP 5010*](https://www.sdccd.edu/docs/District/procedures/Student%20Services/AP%205010.pdf)*.*

OPEN ENROLLMENT (Title 5 Section 51006): All courses, course sections, and classes of the San Diego Community College District shall be open for enrollment to any person who has been admitted to the college. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.

*Reference:* [*BP 5020*](https://www.sdccd.edu/docs/District/policies/Student%20Services/BP%205052.pdf)*.*

PRIORITY ENROLLMENT (Title 5 Sections 51006, 58106, and 58108; Education Code sections 66025.8, 66025.9, 66025.9, 66025.91, and 66025.92): Consistent with state law and the goal of providing a fair and equitable registration system for all students, the San Diego Community College District has established the following priority system for assigning registration appointments:

**Group 1:** Active Military & Veterans who meet the eligibility criteria\*, Current and Former Foster or Homeless Youth\*\*, CalWorks, EOPS and DSPS students, Intercollegiate Athletes\*\*\*, Apprenticeship Students\*\*\*\*, Parents of underage children (effective Spring 2024). Students who have not completed all three services: orientation, assessment, and have an education plan are placed at the end of this group.

**Group 2:** a) Continuing Students who have completed orientation, assessment, and have an education plan (Abbreviated education plans only grant a student priority for 2 semesters.), b) Continuing CE Advantage Students

**Group 3:** New & Returning Students who have completed orientation, assessment, and have an education plan (Abbreviated education plans only grant a student priority for 2 semesters.)

**Group 4:** Continuing, New & Returning Students who have not completed all three services: orientation, assessment, and have an education plan.

**Group 5:** Students with 100+ Units (Does NOT include Basic Skills units.)†

**Group 6:** Students with a Baccalaureate Degree†.

**Group 7:** Students who are academically disqualified or disqualified for lack of progress or who have not yet returned to good academic standing†.

**Group 8:** Students concurrently enrolled in High School

*Reference:* [*BP 5055*](https://www.sdccd.edu/docs/District/policies/Student%20Services/BP%205055.pdf)*,* [*AP 5055*](https://www.sdccd.edu/docs/District/procedures/Student%20Services/AP%205055.pdf)*.*

*\*Students who are Active Duty Military or Veterans, discharged within the past fifteen (15) years, may be eligible for up to 4 years of priority registration. Students should contact the Admissions Office located in Enrollment Services for additional information. A military ID card or DD214 will be required for verification.*

*\*\*Current and Former Foster or Homeless Youth under 25 years of age may be eligible for priority registration. For information, contact the College Admissions Office located in Enrollment Services or Financial Aid offices.*

*\*\*\*Intercollegiate Athletes participating and registered on a team roster may be eligible for priority registration. For information, contact the College Athletic Department.*

*\*\*\*\*Students enrolled in a restricted apprenticeship program may be eligible for priority Registration. Contact the College Admissions Office or the department of the Apprenticeship Program.*

*†Active Military & Veterans, Current and Former Foster or Homeless Youth, Intercollegiate Athletes, Apprenticeship, Parents, CalWorks, DSPS & EOPS students will receive first priority within this group.*

FEES (Education Code section 76300 et. Seq.; Title 5 Sections 58520; WASC/ACCJC Accreditation Standard I.C.6): The San Diego Community College District shall ensure that all fees charged to students are established in accordance with the Education Code and applicable laws. The San Diego Community College District Chancellor or designee shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The Chancellor or designee will ensure that the San Diego Community College District charges all fees, both required fees and fees authorized by law, and collected in accordance with the fee schedule, established annually, and shall be published in detail in the college catalog and posted on the college website, as an attachment to this policy.

* ENROLLMENT FEE (Education Code Section 76300): Each student shall be charged a fee for enrolling in credit courses as required by law.
* BACCALAUREATE DEGREE PROGRAM FEES (Title 5 Section 58520): Each student shall be charged a fee in addition to an enrollment fee for upper division coursework that is part of the baccalaureate degree program.
* NONRESIDENT TUITION (Education Code Section 68000 et. seq.): Nonresident student shall be charged nonresident tuition for all units enrolled at the District, plus the enrollment fee per unit and baccalaureate degree program fee for applicable upper division coursework unless specifically exempted by law or District policy. See Board of Trustees Policy, BP 5020, Nonresident Tuition.
* HEALTH FEE (Education Code Section 76355): The Chancellor or designee shall present the board for approval a fee to be charged to each full time student for student health services.
* PARKING FEE (Education Code Section 76360): The Chancellor or designee shall present the board of approval a fee for parking services.
* INSTRUCTIONAL MATERIALS: (Education Code Sections 73365; Title 5 Sections 59400 et. seq.): Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District. See Administrative Procedure, AP 5031, Instructional and Other Materials.
* PHYSICAL EDUCATION/EXERCISE SCIENCE FACILITIES ((Education Code Section 76395): Where the District incurs additional expenses because a physical education/Exercise Science course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student’s calculated share of the additional expenses incurred by the District.
* STUDENT REPRESENTATION FEE (Education Code Section 76060.5): Students will be charged a $2 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.
* TRANSCRIPT FEES (Education Code Section 76223): The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Board is authorized to establish the fee, which shall not to exceed the actual cost of furnishing copies of any student record. Transcript fees shall be published in the college catalogs and college websites. No charge shall be made for furnishing up to two (2) transcripts of students’ records. There shall be no charge for searching for or retrieving any student record.
* INTERNATIONAL STUDENTS APPLICATION PROCESSING FEE (Education Code Section 76142): The District shall charge students who are both citizens and residents of a foreign country a fee to process his/her application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of:

1. the actual cost of processing an application and other documentation required by the U.S. government; or
2. one hundred dollars ($100), which shall be deducted from the tuition fee at the time of enrollment.

*Reference:* [*BP 5030*](https://www.sdccd.edu/docs/District/policies/Student%20Services/BP%205030.pdf)*,* [*AP 5030*](https://www.sdccd.edu/docs/District/procedures/Student%20Services/AP%205030.pdf)

ITEM 2. CATALOG DESCRIPTION

The Office Administration Assistant Certificate of Achievement is designed to prepare students for entry-level office and administrative support in a variety of fields or businesses. The goal of the Office Administration Assistant Certificate of Achievement is to prepare students for entry-level office and administrative support in the following areas: Basic oral and written business communications; basic computer application skills, including beginning Excel and Outlook; the fundamentals of computer systems; and critical thinking and problem solving. This certificate allows students desiring office skills to select courses that best serve their particular interests and meet the ever-changing demands and requirements of the job market.

Award Notes

The Computer Business Technology Department requires students to complete all CBTE requirements for the certificate within five years.

ITEM 3. PROGRAM REQUIREMENTS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSES REQUIRED FOR THE MAJOR:** | | | **UNITS** | **SEQUENCE\*** |
|  | ACCT 150 | Computer Accounting Applications | 3 | Y2, S2 |
|  | BUSE 101 | Business Mathematics | 3 | Y2, S2 |
|  | BUSE 102 | Introduction to Customer Service | 3 | Y2, S2 |
|  | BUSE 119 | Business Communications | 3 | Y1, S1 |
|  | CBTE 140 | Beginning Microsoft Excel | 2 | Y1, S1 |
| or | CBTE 143 | Intermediate Microsoft Excel | 3 | Y1, S1 |
|  | CBTE 164 | Introduction to Microsoft Outlook | 1 | Y1, S1 |
|  | CBTE 180 | Microsoft Office | 3 | Y1, S1 |
| **Total Units** **18 - 19** | | | | |

*\*Course offerings are subject to change. Refer to the college class schedule for the most updated course offerings for the semester. [*[*https://www.sdccd.edu/students/class-search/search.html*](https://www.sdccd.edu/students/class-search/search.html)*]*

ITEM 4. MASTER PLANNING

The mission of San Diego City College (SDCC) is:

*SDCC has as its highest priority student learning and achievement. The college provides lower division and general education courses that lead to certificates, associate degrees or transfer to a four-year college or university; career technical education programs that meet specific industry needs, upgrade the employment skills of students, and fulfill licensing requirements of the state of California as well as contribute to the economic development of our region; basic skills instruction to assist all students in meeting their educational goals; and essential student support services for all students.*

SDCC is a multicultural institution committed to providing open access to all who can benefit from instruction and to meeting the diverse and ever-changing educational, cultural, and economic needs of the urban core and surrounding communities of San Diego. We are committed to the tradition of academic freedom and responsibility, to employee empowerment, and to maintaining a climate that promotes learning, understanding and respect for students, faculty, classified professionals, community, and the environment. The following are the core tenets of our value system:

* The development of informed, active individuals who will be engaged in the global community, lifelong learners, social justice advocates, and literate in information technology
* Institutional community involvement, community development and community service
* Equity, inclusiveness, and diversity in all its manifestations
* High quality instructional programs emphasizing creative and critical thinking
* Essential student support services, including co-curricular and cultural activities
* Environmental sustainability and a campus culture of conservation
* A continuous campus-wide cycle of assessment and program review with integrated planning and resource allocation

SDCC has a strong commitment to social justice. The institution commits to closing the opportunity gaps perpetuated by structural injustice in higher education. Closing the opportunity gap means dismantling the inequitable distribution of resources, opportunities, and policies to achieve parity in educational outcomes for historically marginalized student populations. SDCC is committed to providing an inclusive and welcoming educational environment by recognizing and supporting the intersection of community members’ multiple identities and roles through culturally responsive pedagogy and equity-minded practices, behaviors, and policies. SDCC is committed to sustaining a teaching, learning, and work culture that envisions and actively validates and uplifts the diverse community’s lived experiences to ensure a strength-based structural and cultural change at their institution.

Need for Proposal

The Certificate of Achievement in Office Administrative Assistant is a new program that will replace the program deactivation of Certificate of Achievement in Business Information Worker II at San Diego City College. As a result of a more than 50% change in course requirement, **this new program will take the place of the well-established certificate of Achievement in Business Information Worker II program award** that has been serving the region and the local community since its CCCCO approval in 2018 and is scheduled for deactivation Fall 2024. [Evidence: [SDCCD CIC Technical Review Outcome](https://drive.google.com/file/d/1OyKlulHL39W1XfxgregOMJjjgjAt_Odx/view?usp=share_link)]

Program History

Originally submitted as a program award modification titled Certificate of Achievement in Office Administrative Assistant (a modification to the Certificate of Achievement in Business Information Worker II) to Regional Consortium, this new program award does not affect the current supply and demand for completers in the field as it will replace an existing award. The replacement award addresses the existing industry and students’ needs.

Labor Market Information (LMI) & Analysis

According to the Centers of Excellence September 2022 Office Assistant Occupations Labor Market Analysis for San Diego County, Office Assistant Occupations in San Diego County have a labor market demand of 7,368 annual job openings (while average demand for a single occupation in San Diego County is 245 annual job openings), and 23 institutions supply 2,637 awards for these occupations, suggesting that there is a supply gap in the labor market. However, entry-level wages are below the living wage for most occupations, except “Computer User Support Specialists.” **This brief recommends that the colleges proceed with caution when developing a new program for these occupations**, but supports a program modification because 1) there is a supply gap; 2) there is a high number of annual job openings; but 3) entry-level wages are below the living wage for most occupations. The colleges should note that the typical entry-level education for these occupations is a high school education or equivalent. [Evidence: [Centers of Excellence Office Assistant Occupations Labor Market Analysis for San Diego County, September 2022](https://drive.google.com/file/d/1FnMDl75YSx_jWOPyoVq9uA9kd2izZlQJ/view?usp=sharing)]

According to Centers of Excellence, the 2021 Pandemic-Resilient Jobs report listed Computer User Support Specialists and Secretaries and Administrative Assistants (except legal, medical, and executive) are two occupations that consistently made the top pandemic-and recession-resilient jobs list. [Evidence: [Centers of Excellence 2021 Pandemic-Resilient Jobs](https://coeccc.net/san-diego-imperial/2022/02/pandemic-resilient-jobs/)]

|  |  |  |
| --- | --- | --- |
|  | [Computer User Support Specialist](https://www.onetonline.org/link/summary/15-1232.00)  15-1232.00 | [Secretaries and Administrative Assistants (except legal, medical, and executive)](https://www.onetonline.org/link/summary/43-6014.00)  43-6014.00 |
| **Median wages (2021)** | $23.93 hourly, $49,770 annual | $18.21 hourly, $37,880 annual |
| **Employment (2020)** | 654,800 | 2,053,500 |
| **Projected Growth (2020-2030)** | 5% to 10% | -1% or lower |
| **Projected Job Openings** | 54,800 | 195,100 |

The [May 2021 Centers of Excellence](https://coeccc.net/san-diego-imperial/2021/05/office-technology-occupations/) Office Technology Occupations [Labor Market Analysis for Imperial County](https://coeccc.net/san-diego-imperial/2021/05/office-technology-occupations/) has a labor market demand of 180 annual job openings, while the average demand for single occupation in Imperial County is 14 annual job openings, suggesting that there is a supply gap in the labor market. [Evidence: [Centers of Excellence Office Technology Occupations Labor Market Analysis for Imperial County, May 2021](https://coeccc.net/san-diego-imperial/2021/05/office-technology-occupations/)]

The April 2019 Centers of Excellence [Computer User Support Specialists Labor Market Analysis for San Diego County](https://drive.google.com/file/d/17w9PPNxbHSyUut4EDxyatkXyD6OC2dN1/view?usp=sharing) has a labor market demand of 549 annual job openings, while average demand for an occupation in San Diego County is 277 annual job openings. [Evidence: [Centers of Excellence Computer User Support Specialists Labor Market Analysis for San Diego County, April 2019](https://drive.google.com/file/d/17w9PPNxbHSyUut4EDxyatkXyD6OC2dN1/view?usp=sharing)]

According to the State of California Employment Development Department, projections of employment for the 2018 – 2028 for office assistant related occupations are expected to increase by 1,220 by 2028 in the San Diego-Carlsbad area. Annual average openings between 2018 and 2028 are estimated at 54,480 jobs in office assistant related occupations.

Occupational Projection of Employment 2018-2028 for San Diego County

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Occupation** | **Employment** | | **Employment Change** | | **Annual Avg Openings** |
| **Estimated** | **Projected** | **Number** | **Percent** |
| [Brokerage Clerks](https://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerQSDetails.asp?searchCriteria=brokerage&careerID=&menuChoice=&geogArea=0604000073&soccode=434011&search=Explore+Occupation)  (SOC Code: 43-4011) | 680 | 790 | 110 | 16.2 | 870 |
| [Information and Record Clerks, All Other](https://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerQSDetails.asp?searchCriteria=information+and+record+clerk&careerID=&menuChoice=&geogArea=0604000073&soccode=434199&search=Explore+Occupation)  (SOC Code: 43-4199) | 1900 | 2030 | 130 | 6.8 | 2400 |
| [Production, Planning, and Expediting Clerks](https://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerQSDetails.asp?searchCriteria=production%2C+planning&careerID=&menuChoice=&geogArea=0604000073&soccode=435061&search=Explore+Occupation)  (SOC Code: 43-5061) | 5150 | 5640 | 490 | 9.5 | 6110 |
| [Secretaries, Except Legal, Medical, and Executive](https://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerQSDetails.asp?searchCriteria=secretari&careerID=&menuChoice=&geogArea=0604000073&soccode=436014&search=Explore+Occupation)  (SOC Code: 43-6014) | 20630 | 19130 | -1500 | -7.3 | 20750 |
| [Stock Clerks and Order Fillers](https://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerQSDetails.asp?searchCriteria=stock&careerID=&menuChoice=&geogArea=0604000073&soccode=435081&search=Explore+Occupation)  (SOC Code: 43-5081) | 17680 | 18170 | 490 | 2.8 | 24350 |

*Source:* [*https://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerQSSelection.asp?*](https://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerQSSelection.asp?)

Advisory Committee Recommendation

The 10/04/2022 San Diego City College Information Technology Department Advisory Board Meeting unanimously approves the proposed program modification. [Evidence: [San Diego City College Information Technology Department Advisory Board Meeting, 10/04/2022](https://drive.google.com/file/d/1ch1JAWIxoFLGlqfV27xBE7Fzpg1AItGZ/view?usp=sharing)]

Regional Consortium Approval and Recommendation

The new program, the Certificate of Achievement in Office Administrative Assistant, will replace the Certificate of Achievement in Business Information Worker II at San Diego City College that received its Regional Consortia recommendation in December 2016. [Evidence: [Regional Consortium Recommendation, 12/2016](https://drive.google.com/file/d/1stzkHVOHpnUInIxbrV_1ApdIUWArR-4e/view?usp=sharing)]

The Regional Consortium unanimously recommended the proposed program modification to the Certificate of Achievement in Business Information Worker II to include course requirement changes and a title change to the Certificate of Achievement in Office Administration Assistant. [Evidence: [SDIC Community College Deans Council Meeting, 11/18/2022](https://drive.google.com/file/d/1_uyGUrXt_WAcyed_tfESkqDQ95iQY7uT/view?usp=share_link)]

The new Certificate of Achievement in Office Administrative Assistant to replace the Certificate of Achievement in Business Information Worker II will require Regional Consortium recommendation.

ITEM 5. ENROLLMENT AND COMPLETER PROJECTIONS

Based on enrollment data, the estimated completer projection of students to earn the award annually is 5 students.

A. Enrollment Data

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Annual Section (SECT) Numbers and Annual Enrollment (ENROLL) Totals** | | **2020 – 2021\*** | | **2021 - 2022\*** | |
| **Course Department Number** | **Course Title** | **SECT** | **ENROLL** | **SECT** | **ENROLL** |
| ACCT 150 | Computer Accounting Applications | 0 | 0 | 0 | 0 |
| BUSE 101 | Business Mathematics | 5 | 309 | 6 | 227 |
| BUSE 102 | Introduction to Customer Service | 1 | 29 | 1 | 40 |
| BUSE 119 | Business Communications | 6 | 230 | 7 | 192 |
| CBTE 140 | Beginning Microsoft Excel | 1 | 36 | 1 | 29 |
| CBTE 143 | Intermediate Microsoft Excel | 1 | 28 | 1 | 29 |
| CBTE 164 | Introduction to Microsoft Outlook | 0 | 0 | 0 | 0 |
| CBTE 180 | Microsoft Office | 1 | 32 | 2 | 61 |

*\*The college experienced limited course offering and enrollment during the pandemic.*

*Source:* [*https://www.sdcity.edu/about/institutional-effectiveness/research/enrollment-dashboard.aspx*](https://www.sdcity.edu/about/institutional-effectiveness/research/enrollment-dashboard.aspx)

ITEM 6. PLACE OF PROGRAM IN CURRICULUM/SIMILAR PROGRAMS

After reviewing San Diego City College’s existing program inventory in the CCC Curriculum Inventory, the following questions have been addressed:

1. Do any active inventory records need to be made inactive or changed in connection with the approval of the proposed program? If yes, please specify.

This is a new program to the State Chancellor’s Office. A COCI Control# will need to be assigned in connection with the approval of this proposed program.

|  |  |
| --- | --- |
| Submission Type  New Program | Projected Start Date  Fall 2025 |
| Need for Proposal  The Certificate of Achievement in Office Administrative Assistant is a new program that will replace the program deactivation of Certificate of Achievement in Business Information Worker II at San Diego City College due to more than 50% change in course requirement of the Certificate of Achievement in Business Information Worker II. This new program will take the place of the well-established certificate of Achievement in Business Information Worker II program award that has been serving the region and the local community since its CCCCO approval in 2018. This new program award does not affect the current supply and demand for completers in the field as it will replace the existing award. The replacement award addresses the existing industry and students’ needs. | |

1. Does the program replace any existing program(s) on the college’s inventory? Provide relevant details if this program is related to the termination or scaling down of another program(s).

**This award will replace the Certificate of Achievement in Business Information Worker II (CTRL# 36567) existing program on the college’s inventory at the State Chancellor’s Office.**

1. What related programs are offered by the college?

* Certificate of Achievement
  + Business Information Worker II (DEACTIVATION, effective Fall 2024)
  + Office Administration Assistant (Proposed, effective Fall 2025)

ITEM 7. SIMILAR PROGRAMS AT OTHER COLLEGES IN SERVICE AREA

Per the State Chancellor’s Office Curriculum Inventory, four colleges provide awards in TOP Code 0702.10 Software Applications in San Diego County.

|  |  |  |  |
| --- | --- | --- | --- |
| **College** | **Award Title** | **Award Type** | **COCI CTRL#** |
| **0702.10\* Software Applications *Vocational*** | | | |
| Grossmont College | | | |
| Small Computer Specialist | | Associate of Science | 08768 |
| Small Computer Specialist | | Certificate of Achievement | 21373 |
| MiraCosta College | | | |
| Business Productivity Software Applications | | Associate of Science | 36253 |
| Business Productivity Software Applications | | Certificate of Achievement | 35549 |
| Certified Computer Desktop Support Specialist | | Certificate of Achievement | 30241 |
| San Diego City College | | | |
| Business Information Worker II  *Effective Deactivation: Fall 2024* | | Certificate of Achievement | 36567 |
| Office Administration Assistant | | Certificate of Achievement | PENDING |
| Southwestern College | | | |
| Business Information Worker | | Certificate of Achievement | 35565 |
| CIS: Computer Programming With an Emphasis on Applications---Basic | | Certificate of Achievement | 38043 |
| CIS: Computer Programming With an Emphasis on Applications---Advanced | | Certificate of Achievement | 38044 |

*Source:* [*https://coci2.ccctechcenter.org/programs*](https://coci2.ccctechcenter.org/programs)