

**Taft College Certificate Requirements  
INFORMATION MANAGEMENT**

This program is designed to prepare the student for a career in information management. It is planned to develop a working knowledge of computers and their applications in business and industry. Upon successful completion of the required and elective courses with a 2.0 (C) grade point average, a certificate will be awarded.

**CERTIFICATE OF COMPLETION**

<u>Required Courses:</u>		<u>Units</u>
___ COSC 32A	Basic Internet Skills & Concepts <b>or</b>	
___ INCO 48	Information Competency & Bibliography	1
___ COSC 34H	Microsoft Access 2003	1.5
___ COSC 38F	Microsoft PowerPoint 2003	1.5
___ COSC 39H	Microsoft Excel 2003	1.5
___ COSC 40I	Microsoft Word 2003	1.5
___ COSC 42E	Computer Operating Systems	1.5
	<b>Total</b>	<b>8.5</b>

**CERTIFICATE OF ACHIEVEMENT**

<u>Required Courses:</u>		<u>Units</u>
___ BUS 52A	General Accounting <b>or</b>	
___ BSAD 1A	Intro to Financial Accounting	3-4
___ COSC 32A	Basic Internet Skills & Concepts <b>or</b>	
___ INCO 48	Information Competency & Bibliography	1
___ COSC 34H	Microsoft Access 2003	1.5
___ COSC 38F	Microsoft PowerPoint 2003	1.5
___ COSC 39H	Microsoft Excel 2003	1.5
___ COSC 40I	Microsoft Word 2003	1.5
___ COSC 42E	Computer Operating System	1.5
___ Computer Science Elective		2-3
	<b>Total</b>	<b>13.5-15.5</b>

**CERTIFICATE OF PROFICIENCY**

<u>Required Courses:</u>		<u>Units</u>
___ BUS 52A	General Accounting <b>or</b>	
___ BSAD 1A	Intro to Financial Accounting	3-4
___ BUS 52B	General Accounting <b>or</b>	
___ BSAD 1B	Intro to Managerial Accounting	3-4
___ COSC 31B	Microsoft FrontPage 2002	1.5
___ COSC 32A	Basic Internet Skills & Concepts <b>or</b>	
___ INCO 48	Information Competency & Bibliography	1
___ COSC 34H	Microsoft Access 2002	1.5
___ COSC 38F	Microsoft PowerPoint 2002	1.5
___ COSC 39H	Microsoft Excel 2000 <b>or</b> Microsoft Excel 2002	1.5
___ COSC 40I	Microsoft Word 2000 <b>or</b> Microsoft Word 2002	1.5
___ COSC 42E	Computer Operating System	1.5
___ COSC 43	Intro to Computer Info Systems	3
___ COSC 47A	Comp Oper Syst Install & Admin (Win 2000)	3
___ ENGL 50	English Fundamentals <b>or</b>	
___ ENGL 1A	Composition & Reading	3
___ BUS 50	Business Math <b>or</b>	
	any degree applicable mathematics course	3-4
	<b>Total</b>	<b>28-31</b>