|  |  |  |  |
| --- | --- | --- | --- |
| **Technology Certificate**  **Completion Plan & Course Tracking**  Please use the fillable chart on the next page to develop a certificate completion plan and track your course completion, by clicking the box in the “Complete” column upon completion of each course. When you have completed all of the listed courses, with a grade of “S”, please email [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) as notification that you have completed the courses required to earn this certification. | | | |
| Course | Term | Year | Complete |
| You must complete the following 4 mandatory courses | | | |
| PD 1022 Excel | Choose an item. | Choose an item. |  |
| PD 1066 Sharepoint | Choose an item. | Choose an item. |  |
| PD 117 Office 365 | Choose an item. | Choose an item. |  |
| PD 3114 Canvas at FSCJ: Basic Training | Choose an item. | Choose an item. |  |
| **page 1 of 2**  You must also chose 9 from the following technology elective courses | | | |
| PD 1172 Excel Charts and Pivot Tables | Choose an item. | Choose an item. |  |
| PD 1174 Creative Graphics Creation with Canvas | Choose an item. | Choose an item. |  |
| PD 1102 Canvas Studio | Choose an item. | Choose an item. |  |
| PD 3453 Canvas Announcements, Discussions, and Assignments | Choose an item. | Choose an item. |  |
| PD 3801 Tools to Facilitate Collaboration | Choose an item. | Choose an item. |  |
| PD 1023 Advanced Excel | Choose an item. | Choose an item. |  |
| PD 1067 Advanced Sharepoint | Choose an item. | Choose an item. |  |
| PD 3305 Canvas Beyond the Basics | Choose an item. | Choose an item. |  |
| PD 1156 SWAY | Choose an item. | Choose an item. |  |
| PD 3529 Youtube: A Complete Guide | Choose an item. | Choose an item. |  |
| PD 3081 Using Mobile Learning (m Learning) | Choose an item. | Choose an item. |  |
| Upon completion of all above listed courses, please email [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) indicating that you have completed the courses for the Technology certificate program. |  |  |  |

**page 2 of 2**