

Computer Business Information Systems: Office Software Support

Award Type: Certificate of Accomplishment

This certificate covers office applications and web fundamentals. Students completing this certificate will be able to provide support in the office applications and basic Web maintenance.

The graduate of the Certificate of Accomplishment in Computer Business Information Systems: Office Software Support will:

- Understand the fundamentals of business and how they relate to information systems needs of a business.
- Use effective written and oral communication to support business information systems needs.
- Develop technical skills to analyze and solve problems both independently and in teams, using a variety of problem-solving approaches and selecting the appropriate software
- Analyze/design/develop/deploy/maintain and manage business applications.

Program Requirements

A major of 15 units is required for the certificate.

Required core courses:

Course Number	Course Title	Units
CBIS 101	Computer Concepts & Applications	3.0
	or	
CBOT 132	Advanced Word Processing	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0
CBIS 142	Microsoft Access-Comprehensive	3.0
CBIS 321	Internet Business Applications	3.0
CBIS 337	Presentation Design - PowerPoint	3.0
	or	
CBOT 337	Presentation Design - PowerPoint	3.0