Computer Business Office Software

Award Type: Certificate of Accomplishment

This certificate is the foundation for students to learn the basics of computer system software and general office applications through a series of hands on coursework. The skills developed throughout the different courses will improve students' productivity.

The graduate of the Certificate of Accomplishment in Computer Business Office Software 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 7 units is required for the certificate.

Core courses

Course Number	Course Title	Units
CBIS 301	Computer Fundamentals 1	3.0
CBIS 371	Intro to Excel	1.0
CBIS 372	Intro to Access	1.0
CBOT 360	Word - Basics	1.0
CBOT 361	Intro to PowerPoint	1.0