Office Systems Analysis

Award Type: Certificate of Accomplishment

This certificate specializes in office applications. Students learn to manage projects from the design phase through implementation. The coursework also includes fundamentals of program management and computer programming.

The graduate of the Certificate of Accomplishment in Office Systems Analysis 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 total of 12 units is required for the certificate.

Core courses

Course Number	Course Title	Units
CBIS 101	Computer Concepts & Applications	3.0
CBIS 112	Intro to Visual Basic Program	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0
CBIS 142	Microsoft Access-Comprehensive	3.0