

Computer Applications and Office Management

Award Type: Certificate of Achievement

The Computer Applications and Office Management degree and certificate programs are designed to provide students with the computer application and office administration skills required for employment in a wide variety of fields. Training includes all phases of administrative operations, management essentials and business communication with emphasis on software applications, such as word processing, business desktop publishing, spreadsheets, presentation graphics and records management. The degree and certificate options prepare students for occupations in office management, computer support, records management and employment as an administrative or executive assistant.

The graduate of the Certificate of Achievement in Computer Applications and Office Management will:

- Demonstrate the appropriate use of software applications to analyze and solve problems related to office administration.
- Demonstrate proper administrative operations and procedures for business.
- Communicate clearly and professionally.
- Apply business principles to produce work-based learning projects.

Program Requirements

A major of 29 units is required for the certificate. Required core courses (29 units):

Course Number	Course Title	Units
CBOT 131	Introduction to Word Processing	3.0
CBOT 333	Business Desktop Publishing	3.0
BUS 160	Business Communications	3.0
CBOT 132	Advanced Word Processing	3.0
BUS 302	Essentials of Management	3.0
CBOT 302	Records Management	2.0
CBOT 337	Presentation Design - PowerPoint	3.0
BUS 107	Human Relations in Business	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0
CBOT 334	Administrative Office Procedures	3.0