

# Computer Business Information Systems: Information Technology Fundamentals

**Award Type:** Certificate of Accomplishment

This certificate provides the basic computer skills that every student need. The focus will be on understanding and using computer applications such as word processing, spreadsheets, database, and presentation and application of this knowledge to the business setting.

**The graduate of the Certificate of Accomplishment in Computer Business Information Systems: Information Technology Fundamentals 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 3 units is required for the certificate.**

### Core courses

Course Number	Course Title	Units
CBIS 101	Computer Concepts & Applications	3.0