

## 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