CERTIFICATE OF ACHIEVEMENT IN COMPUTER APPLICATIONS

This certificate prepares students for entry-level employment in Computer Applications. Students completing this certificate will acquire skills in keyboarding, word processing, spreadsheets, databases, web development, and general business.

Program Outcomes

- Demonstrate competency in word processing, spreadsheets, database, and/or web development.

Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following: office assistant, accounting assistant, administrative assistant, and entry-level positions requiring computer application skills.

Program Requirements

Code	Title	Units
REQUIRED CERTIFICATE COURSES		25
COMP 005	Computer Concepts	4
or COMP 130	Introduction to Personal Computers	
BUS 184	Business Communications	3
BUS 268	Electronic Calculating	2
BUS 271	College Keyboarding Level 2	3
BUS 293	Business English	4
COMP 229	Web Page Design and Development	3
COMP 233	Database Processing	3
COMP 238	Spreadsheet for Business	3
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RESTRICTED ELECTIVES		6
Select six units from the following. A maximum of three units of Work Experience may count toward the total elective units:		
ACCT 210	Computer Accounting	3
BUS 112	Public Speaking for Business	4
BUS 270	College Keyboarding Level 1	3
WEXP 193I	Business & Industry Work Experience – First Semester	1-3
WEXP 194I	Bus & Ind Work Experience -Second Semester	1-3
WEXP 195I	Work Experience Business & Industry - Third Semester	1-4
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TOTAL		31

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Business Division Chair.