

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
BUS/COMM 112	Public Speaking for Business	4
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 & 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 270	College Keyboarding Level 1	3
or BUS 360	Elementary Keyboarding	
COMP 135	Desktop Publishing for Bus	4
COMP 140	Computer Operating Systems	3
WEXP 193 I	Bus & Ind Wrk Exp-1st Sem	1-3
WEXP 194 I	Bus & Ind Wrk Exp-2nd Sem	1-3
WEXP 195 I	Bus & Ind Wrk Exp-3rd Sem	1-3
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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.