

COMPUTER APPLICATIONS AND OFFICE ADMINISTRATION CERTIFICATE OF ACHIEVEMENT

The Computer Applications and Office Administration Certificate of Achievement prepares students for positions that combine technical knowledge with business aptitude. Career areas include the design, implementation and maintenance/ management of IT systems, office support, computer support, records management and administrative support positions in a wide variety of fields.

Required Courses

Course Number	Course Name	Units
BUS 107	Customer Service	3
BUS 108	Computerized Accounting	3
BUS 134	Human Relations in Business	3
BUS 170	Business Communication Skills for Managers	3
CSC 104	Computers and Computer Applications	3
CSC 105	Introduction to Linux I	1.5
CSC 116	Information and Communication Technology Essentials	4
CSC 130	Web Design and Development	3
CSC 164	Electronic Spreadsheets	3
CSC 166	Database	3
CSC 220	Introduction to Computer Science	4

Total units required for Certificate

33.5

Program Level Student Learning Outcomes:

1. Design, compose, edit, and maintain office-related documents and data.
2. Understand the basic functionality of computer systems and networks, at a high level.
3. Use a variety of applications and tools to gather, process, analyze, and archive data.
4. Communicate effectively using various relevant technologies and methods in the business environment.
5. Analyze communication and information technology to increase sales, target marketing, and improve customer experience.
6. Demonstrate basic management principles for effectively managing records in a small office scenario.