COMPUTER AND OFFICE APPLICATIONS CERTIFICATE

PROGRAM CODE: 1C31193
Financial Aid Eligible

The **Computer and Office Applications Certificate** gives the students a working knowledge for a career in computer applications in an office setting. Upon completion, the student will work in the capacity of office assistant, computer application specialist, or administrative assistant. To earn a certificate, students must complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 16 units.

Code	Title	Units
Required Courses are listed in suggested sequence (16 units):		
CIS 102 C	MS Word Business Apps	4
CIS 103 C	Pres - PowerPoint for Windows	3
CIS 150 C	Microsoft Office Applications	3
CIS 160 C	Information Systems Management	3
CIS 142 C	Database-Access for Windows	3
Total Units		**16**

http://www.curricunet.com/Cypress/reports/program_report.cfm?programs_id=1167