

OFFICE APPLICATIONS APPRENTICE CERTIFICATE

Division: Business and Computer Information Systems

PROGRAM CODE: 2C37173A

The **Office Applications Apprentice Certificate** is designed to prepare students for a career using computers and computer software in a business environment including modern business software applications such as word processing, spreadsheets, presentations, and databases. A grade of C or better is required in each course taken. This certificate requires 20-21 units.

Code	Title	Units
Required Courses (11 units):		
CIS 104 F	Presentation Graphics	3
CIS 106 F	Beginning Spreadsheet (MS Excel)	3
CIS 123 F	Beginning Word Processing (MS Word) (formerly Word Processing)	3
CIS 148 F	Introduction to Personal Computer Communications	2
<i>Select from the following list of courses (6 units):</i>		6
CIS 124 F	Advanced Word Processing (MS Word) (formerly Advanced Word)	3
CIS 152 F	Web Design I (formerly Web Page Design II)	3
CIS 153 F	Business Web Graphics	3
CIS 205 F	Advanced Spreadsheet (MS Excel) (formerly Spreadsheet Advanced MS Excel)	3
<i>Select from the following list of courses (3-4 units):</i>		3-4
CIS 107 F	Introduction to Operating Systems	3
CIS 180 F	Introduction to Networking Concepts	4
CIS 281 F	Introduction to Networking Hardware	3
CIS 285 F	Windows Server	3
Total Units		20-21

Outcome 1: Demonstrate proficiency in one or more common business software programs.

Outcome 2: Demonstrate an understanding of common computer technology-related terms.

Outcome 3: Demonstrate the ability to be effective communicators using common business communication tools.

Outcome 4: Demonstrate knowledge of common Internet related technologies and software.

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