OFFICE APPLICATIONS TECHNICIAN CERTIFICATE

Division: Business and Computer Information Systems

PROGRAM CODE: 2C37108

The **Office Applications Technician Certificate** is designed to prepare students for a career using computers and computer software in a business environment including communication software like email and modern business software applications such as word processing, spreadsheets, presentations, and databases. A minimum grade of C is required in each course taken. This degree requires 29-31 units.

Code	Title	Units
Required Courses - Office Applications Apprentice (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
Required Courses - Office Applications Apprentice Certificate (6 units):		**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
Required Courses - Office Applications Apprentice Certificate (3-4 units):		**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
Select from the following (9-10 units):		**9-10**
ACCT 107 F	Computerized Accounting with QuickBooks	3
MKT 151 F	Digital Marketing (formerly New Media)	3
CIS 107 F	Introduction to Operating Systems	3
CIS 124 F	Advanced Word Processing (MS Word) (formerly Advanced Word)	3
CIS 142 F	Database I	3
CIS 152 F	Web Design I (formerly Web Page Design II)	3
CIS 153 F	Business Web Graphics	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		**29-31**

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

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

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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