Business Computing: Certificate of Achievement (CA)

The Certificate of Achievement in Business Computing is designed to prepare students with the necessary computer and technology knowledge to work in the business field. This certificate has course offerings in four different disciplines including business, computer applications, computer information systems and computer information technology. This program requires the successful completion of 18 or more units of coursework, as outlined below. Upon successful completion, the program is noted on the student's college transcript in the certificate/honors section, informing future employers, admissions offices to colleges, and professional institutions that the student has received specialized training in business computing. Students will learn the skills and knowledge necessary to work with operating systems and databases to generate reports and manage files.

Program Learning Outcomes:
- Select the best software application to formulate productive solutions.
- Identify and describe networking, and/or basic programming, and/or data manipulation techniques that build the foundation for productivity and efficiency within an organization.

Career/Transfer Opportunities:

Career opportunities include the following: office clerk, administrative assistant, help desk technician, and analyst.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Core Requirements: (7 units):

Complete all of the following		Units
BUS 021	Introduction to Business Computing AND	3.0
BUS 021L	Introduction to Business Computing AND	1.0
BUS 051	Introduction to American Business	3.0

Electives (minimum 11 units):

Complete a minimum of eleven units from the following.

		Units
CAP 045A	Introductory Microsoft Project	1.0
CAP 045B	Intermediate Microsoft Project	2.0
CAP 046D	Introduction to Microsoft PowerPoint	1.0
CAP 046E	Intermediate Microsoft PowerPoint -OR-	1.0
CAP 062B	An Introduction to Microsoft Excel -OR-	1.0
CAP 063B	Intermediate Microsoft Excel -OR-	2.0
CAP 081B	Introduction to Microsoft Access	1.0
CIS 001	Introduction to Computer Science and Technology	4.0
CIS 007	Python Programming	4.0
CIS 051	Introduction to Data Analysis	4.0
CIS 055	Database Management Systems I	3.0
CIT 011	Introduction to Computer Hardware and Software (A+)	4.0
CIT 012	Introduction to Networking	4.0

Total Required Units: **18.0**

BUSINESS AND HOSPITALITY PATHWAY