

## DEGREES & CERTIFICATES

### COMPUTER APPLICATIONS SOFTWARE CERTIFICATE OF ACHIEVEMENT (CA)

#### About the Program

The Certificate of Achievement in Computer Applications Software is designed to prepare students to perform web development and programming, as well as basic data entry using standard and customized software products. This includes instruction in keyboarding skills, personal computer and work station operation, and various interactive software programs used for tasks such as word processing, spreadsheets, databases, and others.

#### Program Goals and Objectives

The Certificate of Achievement in Computer Applications Software is designed to provide our students with the knowledge and education so that they are prepared for a career in computer applications or related fields of study. Students receive foundational training in keyboarding, word processing, spreadsheets, databases, and web development.

#### Career Opportunities

Career Opportunities include, but are not limited to, administrative assistant, receptionist, database manager, web design, desktop publishing office manager, and administrative support.

#### Program Outcomes

- Upon completion of the Certificate of Achievement in Computer Applications Software, students are able to create appropriate business documents including reports, letters, emails, project plans, messages, and websites, and apply standard business English including grammar, punctuation, and mechanics.
- Upon completion of the Certificate of Achievement in Computer Applications Software, students are able to analyze a business problem and develop a solution using appropriate application software.

#### Learning and Career Pathway Maps

[View LPC Program Map](#)

#### Required Core: (23 units)

CIS 43 Professional Communications.....	3
CIS 50 Introduction to Computing Information Technology.....	3
CIS 54 Excel: Introduction to Spreadsheets.....	4
CIS 55 Integrating Office Applications.....	4
CIS 57 Database Concepts.....	3
CIS 75 Office Technology/Communications.....	1
CIS 88A Introduction to Microsoft Word.....	1.5
CIS 88B Adv Microsoft Word.....	1.5
CIS 89A Desktop Presentation.....	1
CIS 89B Desktop Publishing.....	1

#### List A: Select Two (6 units)

CIS 59 Web Dev: HTML/CSS/Javascript.....	3
CIS 59C Web Programming - JavaScript.....	3
CS 7 Introduction to Computer Programming Concepts.....	3

#### List B: Select from the Following (4-6 units)

CIS 55B Advanced MS Office Skills.....	2
CIS 60 Systems Analysis and Design.....	3
CIS 62 Project Management.....	3
CIS 66 Networking Fundamentals.....	3
CNT 51 CompTIA's A+ Certification Computer Technician.....	4

#### List C: Select One (1-2 units)

CIS 65 Introduction to Desktop Operating Systems.....	2
CIS 84 Windows.....	1