

# PROGRAMS

## COMPUTER APPLICATIONS: OFFICE INFORMATION SYSTEMS - AS

### Associate in Science in Office Information Systems

- [Computer Applications Department](#)
  - [All Computer Applications Certificates, Courses, and Degrees](#)
- [Register via Mission Portal](#)

The Associate in Science in Office Information Systems is designed for students seeking employment in an automated business information environment. Courses will prepare students for possible management and supervisory positions within the business office environment.

#### Program Learning Outcomes

- Students will demonstrate ability to use computer skills in major software packages used in an office.

#### Meet the Following Requirements

1. Completion of 60 degree applicable units with an overall GPA of 2.0.
2. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
3. Completion of the AS Graduation Requirements, CSU GE-B or IGETC

#### Please Note

1. Requirements here apply to the current catalog year and are subject to change. Visit DegreeWorks in [My Mission Portal](#) to view requirements based your catalog year.
2. Not all classes are offered each semester.

#### Required Core Courses

Code	Class	Units
COU 012	Careers and Life Styles (3.0 Lecture)	3.0
BUS 078B	Business Communications (3.0 Lecture)	3.0
CAP 033A	Word Processing - Course 1 (3.0 Lecture)	3.0
CAP 033B	Word Processing - Course 2 (3.0 Lecture)	3.0
BUS 021	Introduction to Business Computing (3.0 Lecture)	3.0
CAP 046D	Introduction to Microsoft Powerpoint (1.0 Lecture)	1.0
CAP 062B	Introduction to Microsoft Excel (1.0 Lecture)	1.0
CAP 070	Using MS Windows (1.0 Lecture)	1.0
CAP 092A	Fundamentals of Web 2.0 & Cloud Technologies (2.0 Lecture)	2.0

#### Plus at Least 7.0 Units from the Following List

Code	Class	Units
CAP 045A	Introductory Microsoft Project (1.0 Lecture)	1.0
CAP 045B	Intermediate Microsoft Project (2.0 Lecture)	2.0
CAP 071E	Microsoft Outlook (1.0 Lecture)	1.0
CAP 081B	Introduction to Microsoft Access (1.0 Lecture)	1.0
BUS 051	Introduction to American Business (3.0 Lecture)	3.0
BUS 054	Small Business Start Up and Management (3.0 Lecture)	3.0

**Required Units for the Major**

	<b>Units</b>
Required units for the major	27.0
Completion of general education requirements and electives as needed to reach 60 units.	
Total required units	60.0

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