

# PROGRAMS

## BUSINESS COMPUTING - CERTIFICATE

### Business Computing - Certificate

The Certificate of Achievement in Business Computing is designed to prepare students with the necessary computing skills to work in business. This program requires successful completion of 16 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, create spreadsheets, generate reports, and manage files.

#### Program Learning Outcomes:

- Students will apply information system terms and concepts.
- Students will demonstrate the ability to use a spreadsheet, word processing and presentation program.

#### To earn this certificate, students must meet the following requirements:

1. Complete all required certificate courses with a C (or P) or better.
2. Complete at least 1/3 of the program courses at Mission College to establish residency.

#### NOTES:

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

#### Required Core Curriculum Courses:

Code	Class	Units
BUS 021	Introduction to Business Computing (3.0 Lecture)	3.0
BUS 021L	Introduction to Business Computing Laboratory (1.0 Lab)	1.0
BUS 051	Introduction to American Business (3.0 Lecture)	3.0

#### Plus at least 11.0 units from the following:

Code	Class	Units
CAP 045A	Introductory Microsoft Project (1.0 Lecture)	1.0
CAP 045B	Intermediate Microsoft Project (2.0 Lecture)	2.0
CAP 046D	Introduction to Microsoft Powerpoint (1.0 Lecture)	1.0
CAP 046E	Intermediate Microsoft Powerpoint (1.0 Lecture)	1.0
CAP 062B	Introduction to Microsoft Excel (1.0 Lecture)	1.0
CAP 063B	Intermediate Microsoft Excel (2.0 Lecture)	2.0
CIS 001	Introduction to Computer Science and Technology (3.0 Lecture/1.0 Lab)	4.0
CIS 007	Python Programming (3.0 Lecture/1.0 Lab)	4.0
CIS 051	Introduction to Data Analysis (3.0 Lecture/1.0 Lab)	4.0
CIS 055	Database Management Systems I (2.5 Lecture/0.5 Lab)	3.0
CIT 011	Introduction to Computer Hardware and Software ( A+) (3.0 Lecture/1.0 Lab)	4.0
CIT 012	Introduction to Networking (3.0 Lecture/1.0 Lab)	4.0

### Units Required

	Units
Total Required Units	18.0-21.0

#### Career/Transfer Opportunities:

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

