

PROGRAMS

COMPUTER APPLICATIONS: OFFICE INFORMATION SYSTEMS - CERTIFICATE

Office Information Systems Certificate

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

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.

Please Note

- 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.
- 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 081B	Introduction to Microsoft Access (1.0 Lecture)	1.0
CAP 092A	Fundamentals of Web 2.0 & Cloud Technologies (2.0 Lecture)	2.0
CAP 092B	Google Apps for Personal Productivity (2.0 Lecture)	2.0

Plus Three (3) Units from the Following

Code	Class	Units
BUS 118	Human Resources Management (3.0 Lecture)	3.0
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

Units Required

	Units
Total Required Units	26.0