

# COMPUTER APPLICATIONS FOR BUSINESS CERTIFICATE GUIDE

## PROGRAM GOAL

Enrollment in Computer Applications for Business courses is for students interested in all levels of administrative positions including administrative office practices (keyboarding, computer literacy/applications, clerical and general office work, internet research, eBusiness and eOffice web technologies, scheduling and appointment systems, creating and organizing documents, and employee/customer relations). Studies will exit the program with Business English and Business Math skills.

## ADVISORY ENTRANCE REQUIREMENTS

Eligibility for noncredit ESL Level 6+; typing 25 wpm.

## LEARNING OUTCOMES

1. Keyboard a minimum of 35 net words a minute.
2. Apply standard business English to oral and written communication, including grammar, punctuation, mechanics, vocabulary, style and usage.
3. Use a variety of applications software including word processing, spreadsheet, database, digital photo-editing.
4. Apply computer skills to complete business tasks.

### *Courses Required for the Certificate of Completion in Computer Applications for Business*

Courses	Hours
AAPS 1111 Orientation to Noncredit Certificates . . . . .	15
COMP 5501 Keyboarding: Skill Development . . . . .	90
COMP 9905 Intro to Windows for MS Office	
OR ALL OF THE FOLLOWING:	
COMP 9245 Windows Essentials for MS Office	
COMP 9964 Microsoft Outlook Essentials . . . . .	45
BOSS 3500 Job Preparation	
or LERN 1062 Job Search Skills . . . . .	15-45
BOSS 5509 Office Procedures for the 21st . . . . .	45
BOSS 2500 Business Math w/ Spreadsheets I . . . . .	45
BOSS 4510 Business Communications . . . . .	45
BOSS 4503 Business English	
OR ALL OF THE FOLLOWING:	
BOSS 4500 Business English I	
BOSS 4501 Business English II . . . . .	90

Select five courses from one of the following clusters:

#### Business Productivity (Office Applications)

COMP 9965 OpenOffice for Business I . . . . .	45
COMP 9966 OpenOffice for Business II . . . . .	45
COMP 9967 Google Apps for Business I . . . . .	45
COMP 9968 Google Apps for Business II . . . . .	45
WOPR 9486 Microsoft Word for Business I . . . . .	45
WOPR 9995 Microsoft Word for Business II . . . . .	45
COMP 9900 Microsoft Excel for Business I . . . . .	45
COMP 9904 Microsoft Excel for Business II . . . . .	45
COMP 9901 Microsoft Access for Business I . . . . .	45
COMP 9910 Microsoft Access for Business II . . . . .	45
COMP 9938 Publisher for Business . . . . .	45

#### Business Productivity (Dynamic Media)

COMP 9928 PowerPoint for Business . . . . .	45
COMP 9969 Dynamic PowerPoint for Business . . . . .	45
COMP 9971 Microsoft Visio for Business . . . . .	45
COMP 9972 Microsoft Office Project for Business . . . . .	45
COMP 9944 Acrobat for Business . . . . .	45
COMP 9959 Photoshop Elements . . . . .	45
COMP 9922 Flash for Business/Presentation . . . . .	45
COMP 9907 Desktop Publishing for Business I . . . . .	45
COMP 9899 Desktop Publishing for Business II . . . . .	45
COMP 9936 Using Outlook for Office Support . . . . .	45

#### Business Productivity (Web Page Development)

COMP 9933 Building Web Pages with Adobe Web Standard – Level I . . . . .	45
COMP 9934 Building Web Pages with Adobe Web Standard – Level II . . . . .	45
COMP 9935 Business Web Graphics . . . . .	45
COMP 9919 Using Dreamweaver for Basic Business Web Pages . . . . .	45
COMP 9920 Using SharePoint Designer . . . . .	45
COMP 9922 Flash for Business/Presentation . . . . .	45
COMP 9944 Acrobat for Business . . . . .	45
COMP 9959 Photoshop Elements . . . . .	45
COMP 9936 Using Outlook for Office Support . . . . .	45
COMP 9907 Desktop Publishing for Business I . . . . .	45
COMP 9899 Desktop Publishing for Business II . . . . .	45

NAME: \_\_\_\_\_ STUDENT ID NO. \_\_\_\_\_  SPRING  SUMMER  FALL YEAR \_\_\_\_\_

### GENERAL COURSE PLANNER

- Students are responsible for monitoring and managing a **Course Planner** for all classes each semester.
- 80% attendance, passing grade, and all exit requirements are required in **program certificate course work**.

**JANUARY**

**FIRST QUARTER**

CRN	Course No.	Days	Times	RM	Dates	Hrs	Title

**FEBRUARY**

**SECOND QUARTER**

CRN	Course No.	Days	Times	RM	Dates	Hrs	Title

**MARCH**

**THIRD QUARTER**

CRN	Course No.	Days	Times	RM	Dates	Hrs	Title

**APRIL/MAY**

**FOURTH QUARTER**

CRN	Course No.	Days	Times	RM	Dates	Hrs	Title

Students who do not show on the first day of a class lose registration priority unless prior arrangements are made with the instructor. Instructor contact information available at [www.ccsf.edu](http://www.ccsf.edu). If admissions reports a full class please attend the first class meeting or consult with a program coordinator at the local Center for more information. PLEASE DO NOT ENROLL IN ANY CLASS YOU DO NOT PLAN TO ATTEND. DROP FORMS ARE AVAILABLE AT EACH CENTER.