

# COMPUTER APPLICATIONS (CAP)

missioncollege.edu/depts/computer-applications

Department Chair: Christopher Zilg  
 Christopher.Zilg@missioncollege.edu  
 Dean: Jeff Pallin

## Associate in Science in Administrative Specialist

The Associate in Science in Administrative Specialist is designed to prepare students to work in an office environment using computers and software applications that are in demand for the 21st Century workplace. The program also prepares students to work at various levels of office support such as an office assistant, business information professional, administrative specialist, and executive secretary.

### Program Learning Outcome:

- Apply effective business communication and presentation skills to satisfy customers' needs.
- Create a variety of business documents using Microsoft Office software.

### Career/Transfer Opportunities:

Career opportunities include the following: business information professional, executive secretary, administrative specialists, office managers, and administrative assistants.

### To earn this degree, students must 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 AA/AS Graduation Requirements, CSU GE-B or IGETC.

<b>Core Curriculum Courses Required (17 Units):</b>		<b>Units</b>
CAP 010A	Learning the Keyboard	1.0
CAP033A	Microsoft Word - Course 1	3.0
CAP046D	Introduction to Microsoft PowerPoint	1.0
CAP062B	Introduction to Microsoft Excel	1.0
CAP071E	Microsoft Outlook	1.0
BUS078B	Business Communications	3.0
CAP092B	Google Apps for Personal Productivity	2.0
BUS107	Soft Skills for Project Managers	2.0
ACC023	Small Business Accounting	3.0

<b>Select 9 –11 units from the following:</b>		<b>Units</b>
US051	Introduction to American Business	3.0
CAP046E	Intermediate Microsoft PowerPoint	1.0
CAP063B	Intermediate Microsoft Excel	2.0
CAP033B	Microsoft Word - Course 2	3.0
CAP048	Microsoft Project	2.0
CAP081B	Introduction to Microsoft Access	1.0
CAP111	Collaborate and Integrate with SharePoint and MS Office 365	3.0

**Required Units for the Major: 26-28units**

Completion of General Education Requirements and electives as needed to reach 60 units.

**Total Required Units: 60.0**

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## Associate in Science in Office Information Systems

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 Outcome:

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

### Career/Transfer Opportunities:

Career opportunities include the following: business information worker, executive secretary, and executive administrative assistant.

### To earn this degree, students must 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 AA/AS Graduation Requirements, CSU GE-B or IGETC.

<b>Core Curriculum Courses Required:</b>		<b>Units</b>
COU 012	Careers and Lifestyles	3.0
BUS 078B	Business Communications	3.0
CAP 033A	Word Processing - Course 1	3.0
CAP 033B	Word Processing - Course 2	3.0
BUS 021	Intro to Business Computing	3.0
CAP 046D	Introduction to Microsoft PowerPoint	1.0
CAP 062B	An Introduction to Microsoft Excel	1.0
CAP 070	Using MS Windows	1.0
CAP 092A	Fundamentals of Web 2.0 & Cloud Technologies	2.0

<b>Plus 7 units from the following:</b>		<b>Units</b>
CAP 045A	Introductory Microsoft Project	1.0
CAP 045B	Intermediate Microsoft Project	2.0
CAP 071E	Microsoft Outlook	1.0
CAP 081B	Introduction to Microsoft Access	1.0
CAP 097A	Creating Web Pages - Course 1	1.0
BUS 051	Introduction to American Business	3.0
BUS 054	Small Business Start Up and Management	3.0

**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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## Certificate of Achievement: Microsoft Office

The Certificate of Achievement: Microsoft Office is designed to provide students with the basic skills to work with this popular application suite, which has become an integral part of many jobs.

### Program Learning Outcome:

- Students will acquire the skills needed to use the software packages contained in Microsoft Office.

### Career/Transfer Opportunities:

Career opportunities include the following: business information worker, executive secretary, and executive administrative assistant.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

### Core Curriculum Courses Required:

		Units
CAP 033A	Word Processing - Course 1	3.0
CAP 033B	Word Processing - Course 2	3.0
CAP 045A	Introductory Microsoft Project	1.0
CAP 045B	Intermediate Microsoft Project	2.0
CAP 046D	Introduction to Microsoft PowerPoint	1.0
CAP 046E	Intermediate PowerPoint	1.0
CAP 062B	Introduction to Microsoft Excel	1.0
CAP 063B	Intermediate Microsoft Excel	2.0
CAP 071E	Microsoft Outlook	1.0
CAP 081B	Introduction to Microsoft Access	1.0
CAP 047	Visio for Visionaries	2.0

### Total Required Units:

18.0

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## Certificate of Achievement in Administrative Specialist

The Certificate of Achievement in Administrative Specialist is designed for students seeking to acquire the technical skills to effectively work in a business office environment using computers and software applications that are in demand for the 21st Century workplace. The program also prepares students to work at various levels of office support such as an office assistant, business information professional, and administrative specialist.

### Program Learning Outcome:

- Create a variety of business documents using Microsoft Office software.

### Career/Transfer Opportunities:

Career opportunities include the following: business information professional, office assistant, administrative specialists, and administrative assistants.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

### Core Curriculum Courses Required (9 units):

		Units
CAP 010A	Learning the Keyboard	1.0
CAP 033A	Microsoft Word - Course 1	3.0
CAP 062B	Introduction to Microsoft Excel	1.0
CAP 046D	Introduction to Microsoft PowerPoint	1.0
CAP 071	Microsoft Outlook	1.0
CAP 092B	Google Apps for Personal Productivity	2.0

### Select 9 units from the following:

CAP 033B	Microsoft Word - Course 2	3.0
CAP 046E	Intermediate Microsoft PowerPoint	1.0
CAP 048	Microsoft Project	2.0
CAP 063B	Intermediate Microsoft Excel	2.0
CAP 070	Using MS Windows	1.0
CAP 081B	Introduction to Microsoft Access	1.0
CAP 111	Collaborate and Integrate with SharePoint and MS Office 365	3.0

**Total Required Units: 18.0**

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## Certificate of Achievement in Office Information Systems

The Certificate of Achievement in Office Information Systems is designed for students who plan to seek employment in an automated business setting. Students will learn to develop the skills and attitudes necessary to succeed on the job. This program prepares students for a variety of positions in the modern business office, and may also increase the student's potential for advancement.

### Program Learning Outcomes:

- Students will demonstrate knowledge of computer skills and application software.
- Students will demonstrate knowledge of other office skills.

### Career/Transfer Opportunities:

Career opportunities include the following: executive secretary, and executive administrative assistant.

**To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.**

Core Curriculum Courses Required:		Units
COU 012	Careers and Lifestyles	3.0
BUS 078B	Business Communications	3.0
CAP 033A	Word Processing - Course 1	3.0
CAP 033B	Word Processing - Course 2	3.0
BUS 021	Intro to Business Computing	3.0
CAP 046D	Introduction to Microsoft PowerPoint	1.0
CAP 062B	An Introduction to Microsoft Excel	1.0
CAP 070	Using MS Windows	1.0
CAP 081B	Introduction to Microsoft Access	1.0
CAP 092A	Fundamentals of Web 2.0 & Cloud Technologies	2.0
CAP 092B	Google Apps for Personal Productivity	2.0

Plus three (3) units from the following:		Units
BUS 118	Human Resource Management	3.0
CAP 045A	Introductory Microsoft Project	1.0
CAP 045B	Intermediate Microsoft Project	2.0
CAP 071E	Microsoft Outlook	1.0

**Total Required Units: 26.0**

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## Certificate of Achievement: Business Information Professional 1

The Business Information Professional I Certificate of Achievement is a career pathway designed to help students acquire communication, technical, and management skills and knowledge that are in demand for the 21st Century workplace. These include presentation, critical thinking, and oral/written communication skills; proficiency in Microsoft Windows and Microsoft Office (Word, Excel, PowerPoint, and Outlook); and management skills including leadership, collaboration, decision-making, problem solving and human relations. Students who complete the Business Information Professional I Certificate are prepared for entry-level office and administrative support positions in a variety of business environments.

### Program Learning Outcomes:

- Students will apply effective business communication and presentation skills to satisfy customers' needs.
- Students will create a variety of business documents using Microsoft Office software.

### Career/Transfer Opportunities:

Office administrators, office clerks, office managers, retail salespersons, customer service representatives, receptionists, information clerks, and administrative assistants.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Core Curriculum Courses Required:		Units
BUS 021	Introduction to Business Computing AND	3.0
BUS 078B	Business Communications AND	3.0
BUS 107	Soft Skills for Project Managers AND	2.0
BUS 118	Human Resources Management AND	3.0
CAP 010A	Learning the Keyboard AND	1.0
CAP 033A	Word Processing - Course AND	1.0
CAP 046D	Introduction to Microsoft PowerPoint AND	1.0
CAP 062B	An Introduction to Microsoft Excel AND	1.0
CAP 070	Using MS Windows AND	1.0
CAP 071E	Microsoft Outlook	1.0
<b>Total Required Units:</b>		<b>19.0</b>

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## Beginning Computer Skills Certificate of Completion (Noncredit)

Using touch keyboarding, students will use application software and the Internet to search a subject, create a document, and send an email.

### Program Learning Outcomes:

- Students will use touch keyboarding, students will use application software and the Internet to search a subject, create a document, and send an email.

### Career/Transfer Opportunities:

Students who complete this program will be able to carry out simple computer operations required of many entry-level jobs in business and technology.

\*Federal Financial aid may not apply to this certificate program. Consult financial aid office for more information

### Students must complete the following courses: Units/Required Hours

CAP 100	Learning the Keyboard AND	0.00 / 54.0
CAP 101	Computers Simplified for Beginning Learners	0.00 / 18.0

**Total Required Units: 0.0**

**Total Required Hours: 72.0**

