



A Course of Study for  
**Online**  
**COMPUTER INFORMATION SYSTEMS**  
**Certificate of Achievement Program**

Computer Information Systems managers oversee a variety of administrative, clerical, and accounting functions necessary to efficiently run and maintain computerized business systems. Office workers use a variety of software to produce correspondence, maintain databases, manage projects, as well as organize meetings, manage financial records, and create presentations. Students focusing on Web applications attain the skills to professionally design, develop, and manage websites.

This major may also lead to many other careers. For additional possibilities, visit the Career Services Center on campus to utilize computerized career information systems and other valuable career resources.

#### **CERTIFICATE OF ACHIEVEMENT**

Catalog rights dictate that a student may satisfy the requirements of a degree or certificate by completing the general education and major/area of emphasis requirements in effect at any time of their continuous enrollment. Continuous enrollment is defined as enrollment in consecutive Fall and Spring semesters until completion.

**At least 50% of the units required for Certificates of Achievement must be completed at Santa Monica College.**

**Each course must be completed with a grade of C (2.0) or higher.**

**Please note:** This Certificate of Achievement may be expanded into Associate in Arts degrees by completing a total of 60 units that include the general education requirements and recommended courses from the certificate areas.

#### **COMPUTER BUSINESS APPLICATIONS (27 units)**

Computer Business Applications certificate is a sequence of courses designed to prepare students for a variety of positions in today's automated office. Using the Microsoft Office Suite students learn to create, edit, format and publish documents, spreadsheets, presentations and databases. Students also develop skills necessary to handle basic accounting and bookkeeping procedures for small businesses.

Program Learning Outcomes: Upon completion of the program students will analyze different type of business information, use the Internet to support findings, and use software applications to produce various business reports and presentations used in industry.

#### *Required Courses: (21-23 units)*

**Accounting 1**, Accounting 1 (5) **or Accounting 21**, Business Bookkeeping (3)  
**Business 1**, Introduction to Business (3)  
**CIS 1**, Computer Concepts with Applications (3)  
**CIS 4**, Introduction to Computers with Business Applications (3)  
**CIS 30**, Microsoft Excel (3)  
**CIS 32**, Microsoft Access (3)  
**CIS 35**, QuickBooks (3)

#### *Select two courses from the following: (6 units)*

**CIS 9A**, Technology Project Management I (3)  
**CIS 34**, Advanced Excel with Visual Basic for Applications (3)  
**CIS 37A**, Microsoft Word I (3)  
**CIS 39**, Microsoft Outlook – Comprehensive Course (3)  
**CIS 50**, Internet, HTML and Web Design (3)  
**OFTECH 1**, Keyboarding 1 (3) **or OFTECH 10**, Skill Building on the Keyboard (3)  
**OFTECH 5**, English Skills for the Office (3)