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Cupertino, CA 95014
408-864-5678
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Academic Year
2011 - 2012

Business Software Applications/ Office Technology

CAOS
Coordinator
ATC Bldg. 203
408-864-5471

Business & Computer
Systems Division
Bldg. LI Rm. LI4
408-864-8797

Counseling Center
Student & Community
Services Bldg. 2nd Fl.
408-864-5400

Career Services Info.
Student & Community
Services Bldg. 2nd Fl.
408-864-5400

Skills Certificate (visit Department for assistance/to apply)

A passing grade ("C" or better/"P") in each required course.

Note: each course must be completed at De Anza College.

Certificate of Achievement Level Requirements

A minimum "C" grade in each major course.

Note: A maximum of six (6) quarter units may be transferred from other academic institutions.

Certificate of Achievement-Advanced Level Requirements

1. A minimum "C" grade in each major course.

2. Demonstrated proficiency in English and mathematics as evidenced by eligibility for EWRT 1A or ESL 5 and eligibility for MATH 114.

Note: A maximum of 18 quarter units may be transferred from other academic institutions.

A.A./A.S. Degree

1. Completion of all General Education (GE) requirements (31-42 quarter units) for the A.A./A.S. degree. GE units must be completed with a minimum 2.0 GPA ("C" average).

2. Completion of all major requirements. Each major course must be completed with a minimum "C" grade. Major courses can also be used to satisfy GE requirements (except for Liberal Arts degrees).

Note: A maximum of 22 quarter units from other academic institutions may be applied toward the major.

3. Completion of a minimum of 90 degree-applicable quarter units (GE and major units included). All De Anza courses must be completed with a minimum 2.0 GPA ("C" average). All De Anza courses combined with courses transferred from other academic institutions must be completed with a minimum 2.0 GPA ("C" average).

Note: A minimum of 24 quarter units must be earned at De Anza College.

Major courses for certificates and degrees must be completed with a letter grade unless a particular course is only offered on a pass/no-pass basis.

Students pursuing the **Business Software Applications/ Office Technology** certificates and degree receive hands-on experience in computer applications that are used in most business offices. De Anza's Business Software Applications program is based on the ladder concept whereby students can choose the level of expertise they would like to achieve (Skills, Achievement, Achievement-Advanced certificate or AA degree). The skills certificate prepares students to enter or advance in professions such as Administrative Assistant, Technical Assistant, Administrative Professional, Administrative Services Coordinator, Executive Assistant, Operations & Support Assistant, etc.

Business Software Applications/ Office Technology

Skills Certificate

Skills Certificates (programs requiring fewer than 18 units) are issued by the individual departments and are not notated on official college transcripts. Please contact the department directly for assistance and to apply for Skills Certificates.

Student Learning Outcomes - upon completion, students will be able to:

- create complex business documents using word processing, spreadsheet, and database software applications and the Windows interface.

Complete each required course at De Anza College with a passing grade ("C" or better/"P").

Complete:

CAOS 173*	Keyboarding Skill Development	1
CAOS 90GA*	Computer Literacy I (PC)	2

*To substitute this course based on previous knowledge or experience, go to www.caos.deanza.edu/substitute for instructions.

Complete one (1) course from:

CAOS 102M	Microsoft Windows I (Windows Vista) (1)	1
CAOS 102N	Microsoft Windows I (Windows 7) (1)	1

Complete one (1) course from:

CAOS 91AM	Word Processing I (Word 2007) (2)	2
CAOS 91AN	Word Processing I (Word 2010) (2)	2

Complete one (1) course from:

CAOS 91BM	Word Processing II (Word 2007) (2)	2
CAOS 91BN	Word Processing II (Word 2010) (2)	2

Complete one (1) course from:

CAOS 93AM	Spreadsheets I (Excel 2007) (2)	2
CAOS 93AN	Spreadsheets I (Excel 2010) (2)	2

Total Units Required 10

Business Software Applications/ Office Technology

Certificate of Achievement

Student Learning Outcomes - upon completion, students will be able to:

- create complex business documents using word processing, spreadsheet, database, presentation and PDF software.
- proofread documents competently and use correct business grammar.

1. Meet the requirements for this certificate level.
2. Complete the Skills Certificate course requirements.
3. Complete the following.

Complete one (1) course from:

CAOS 130M	Introduction to Business Graphics (PowerPoint 2007) (2)	2
CAOS 130N	Introduction to Business Graphics (PowerPoint 2010) (2)	2

Complete one (1) course from:

CAOS 110M	Database I (Access 2007) (2)	2
CAOS 110N	Database I (Access 2010) (2)	2

Complete the following:

CAOS 84A	Business English I	2
CAOS 93BN	Spreadsheets II (Excel 2010)	2
CAOS 104I	Ten Key on the Microcomputer	0.5
CAOS 104K	Introduction to Proofreading Skills	1
CAOS 106	Adobe Acrobat	1
Total Units Required		20.5

Business Software Applications/ Office Technology

Certificate of Achievement-Advanced

Student Learning Outcomes - upon completion, students will be able to:

- create complex business documents using word processing, spreadsheet, database, presentation and PDF software.
- proofread documents competently and use correct business grammar.
- create customized database reports, apply business filing rules, construct web pages and prevent computer malware attacks.

1. Meet the requirements for this certificate level.
2. Complete the course requirements listed for the Skills Certificate and the Certificate of Achievement. 20.5
3. Complete the following.

Complete one (1) course from: 2

CAOS 111M Database II (Access 2007) (2)

CAOS 111N Database II (Access 2010) (2)

Complete the following:

BUS 56 Human Relations in Business 5

BUS 85 Business Communication 3

CAOS 104O Introduction to Filing 1

CAOS 108 Personal Computer Security Basics 4
or CIS 108

CAOS 113A Web Authoring Software (Dreamweaver) 4
or CAOS 113I (2) and CAOS 113Q (2)

Total Units Required 39.5

CIS 3
CIS 14A
CIS 15AG
CIS 18A
CIS 50

CIS 89A
CIS 170F
MATH 10
SPCH 10

Major
GE
Electives

Business Information Systems (4.5)
Visual Basic.NET Programming I (4.5)
Introduction to Computer Programming Using C
Introduction to UNIX/LINUX (4.5)
Introduction to Computers, Data Processing,
and Applications (3)
World Wide Web Page Development (3)
Windows 7 Administration (4.5)
Elementary Statistics and Probability (5)
Fundamentals of Oral Communication (4)

Business Software Applications 49.5 units
General Education (31-42 units)
Elective courses req'd. when major
units plus GE units total is less than 90
Total Units Required 90 units

Business Software Applications/ Office Technology

A.A. Degree

Student Learning Outcomes - upon completion, students will be able to:

- create complex business documents using word processing, spreadsheet, database, presentation and PDF software.
- proofread documents competently and use correct business grammar.
- create customized database reports, apply business filing rules, construct web pages and prevent computer malware attacks.
- create computer graphics using digital imaging software and apply practical math principles to a business environment.

1. Meet the AA/AS degree requirements.
2. Complete the course requirements listed for the Skills Certificate, Certificate of Achievement, and the Certificate of Achievement-Advanced. 39.5
3. Complete the following.

Complete:

CAOS 107G Business Office Math 2

CAOS 112A Digital Imaging Software (Photoshop) 4
or CAOS 112I (2) and CAOS 112Q (2)

Complete a minimum of four (4) units from the following: 4

ACCT 1A Financial Accounting I (5)

ACCT 1B Financial Accounting II (5)

ACCT 86 Computer Accounting Systems (5)

ACCT 87AI Computerized Accounting Programs I
(Quickbooks) (2)

ACCT 87AI Computerized Accounting Programs I
(Quickbooks) (2)

ACCT 87AJ Computerized Accounting Programs I
(Great Plains) (2)

BUS 10 Introduction to Business (5)

BUS 54 Business Mathematics (5)

CAOS 94 Introduction to Internet/World Wide Web I
or CIS 94

CAOS 114A Web Graphics/Animation Software (Flash) (3)

CAOS 115A E-Commerce Software
(Dreamweaver/UltraDev) (4)

CAOS 116I Web Development Graphics Software I
(Illustrator) (2)

CAOS 118A Advanced Web Graphics (Flash) (2)

CAOS 180G Job Finding Techniques (1)