



1. Title: **Computer Business Applications**

2. Summary of Goals—Learning Outcomes:

At the completion of courses for a Computer Business Applications major at Golden West College, the student should be able to:

- Effectively use a computer to process data, manage folders and files, customize the windows environment, work with hardware, printers, and various software.
- Analyze spreadsheet data and create charts and graphs.
- Compose various business documents, such as letters, reports, manuscripts, and memorandums.
- Create and manage a database.
- Integrate information among the various applications to consolidate large amounts of data.
- Customize and explore a personal information manager and e-mail program to integrate with other technologies such as OneNote, SharePoint Services, Mobile Service, and Really Simply Syndication (RSS) feeds and blogs.
- Examine business accounting records and perform sound business decisions based on financial reports.
- Research and evaluate topics on the Internet.
- Focus, prepare for, and accomplish the Microsoft Certified Application Professional Certification exam.

3. Course Listing

CBA G145	Introduction to Computers	1.5 units
CBA G150	Windows, Introduction	1.5 units
CBA G151	Windows, Intermediate	1.5 units
CBA G149	Outlook, Introduction	2 units
CBA G157	Word, Advanced	2 units
CBA G181	MS OFFICE	4 units
CBA G183	MS OFFICE, Intermediate	4 units
CBA G190	Internet, Introduction	1.5 units
CBA G120	QuickBooks Pro	2 units
CBA G195	Acrobat, Introduction	1.5 units

Required Subtotal:	21.5 units
Completion of GE Requirements:	21-41 units
Additional Electives (as needed to reach 60)	
Degree Total	<u>60 units</u>