

COMPUTER SYSTEMS II CERTIFICATE OF ACHIEVEMENT

State Control Number: 10791

Program Code: BET.COSYII.CA

Program Length: 10 months

Approved for Federal Financial Aid: Yes

This curriculum is designed to prepare students for the modern computer office. It includes instruction in the most popular business software.

Code	Title	Units
Required Courses		
BET 104	Beginning Word Processing/Typing For½windows Abc	3.0
BET 107	Internet A/B/C	3.0
BET 112	Spreadsheet: Excel for Windows A/B/C	3.0
BET 136	Career Applications for Word Processing	3.0
BET 141	OS: Windows A/B/C	3.0
BET 143	Business English	3.0
Complete one course from the following:		3.0
BET 100	Introduction to Computers	
BET 118	Microsoft Access	
BET 131	Presentation Software: Powerpoint A/B/C	
BET 137	Desktop Publishing: Microsoft Publisher	
CIS 280	Fundamentals of Database Management½systems	
Total Units		21