

# COMPUTER APPLICATIONS FOR BUSINESS

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(Also see Computer Information Systems, Computer Networking and Systems, and Electronics and Computer Technology)

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The Computer Applications for Business curriculum provides education and workplace training for today and for the future. Courses are designed for students who will be working in a variety of business environments. The curriculum also supports other departments throughout the college by offering courses that develop students' software expertise.

Courses enhance business productivity by developing and improving supervisory, human relations and business communications skills. In addition, the Computer Applications for Business curriculum helps students compete in our fast-changing world by offering courses in software packages used in today's global business environment.

Oakton offers the A.A.S. degree with emphasis in either Creative Software or Office Technology. In addition, the following certificate programs are offered: Administrative Assistant; Creative Software Advanced Specialist; Creative Software Specialist; Creative Software User; Executive Administrative Professional; Microsoft Office Advanced Specialist; Microsoft Office Specialist; Microsoft Office User; General Office; Operational Software Specialist, Presentation Software Specialist, Reporting System Software Specialist, and Office Assistant.

Other certificates include courses in Microsoft Office, including Word, Excel, Access, and PowerPoint, as well as the Windows operating system.

- Computer Applications for Business A.A.S.
- Administrative Assistant Certificate
- Creative Software Advanced Specialist Certificate
- Creative Software Specialist Certificate
- Creative Software User Certificate
- Executive Administrative Professional Certificate
- General Office Certificate
- Microsoft Office Advanced Specialist Certificate
- Microsoft Office Specialist Certificate
- Microsoft Office User Certificate
- Office Assistant Certificate
- Operational Software Specialist Certificate
- Presentation Software Specialist Certificate
- Reporting System Software Specialist Certificate