

VOC: OFFICE COMPUTER APPLICATIONS

Office Computer Applications Certificate #24410

This certificate in Office Computer Applications is customized to meet the needs of the entry-level adult student or professional, who is seeking to acquire an array of office computer skills required in a computerized office environment.

Program Learning Outcomes

- Upon successful completion of this sequence of beginning-level computer courses, students will be prepared for entry-level office support employment.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

Required Courses

VOC CPBC1 Basic Computing - Level 1

VOC CPBC2 Basic Computing - Level 2

VOC CPBC3 Basic Computing - Level 3

VOC CPNET Internet Research - an Introduction

VOC CPCC Creative Computing