

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

| Course Prefix | Course Name | Units |
|---------------|-------------------------------------|-------|
| 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 | |