

OFFICE COMPUTER APPLICATIONS

#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	