

VOCATIONAL RE-ENTRY

Office Computer Applications - Level 1

Certificate of Completion
#36375

This certificate is designed to prepare students for entry-level office support employment. Completion of the certificate provides students with basic skills for a computerized office environment.

Program Learning Outcomes

- Students will apply basic computing skills to create, format, and edit professional documents.
- Students will have a solid foundation of computer components and their functions as well as understanding the fundamentals of a Microsoft environment.

Review [Student Learning Outcomes \(SLOs\)](#) for this program.

Required Courses

Course Prefix	Course Name	Units
VOC CPBC1	Basic Computing - Level 1	
Note: Any higher level course may be substituted for VOC CPBC1.		
VOC CPBC2	Basic Computing - Level 2	

Required Electives

Course Prefix	Course Name	Units
Choose one from the following:		
VOC CPNET	Internet Research - an Introduction	
VOC CPDI	Digital Photography for the Beginner	