

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 be able to execute commands in Windows.
- Students will be able to demonstrate basic operations in a word processing application.
- Students will be able to create, format and edit word processing documents.
- Students will be able to perform routine computer maintenance operations.
- Students will be able to discuss problem solving techniques.

Review Student Learning Outcomes (SLOs) (<https://www.mtsac.edu/slo/>) 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 | |