

# VOCATIONAL RE-ENTRY

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## Office Computer Applications - Level 2

Certificate of Completion

#36834

This certificate in Office Computer Applications - Level 2 prepares students with an array of office computer skills for a computerized office environment.

### Program Learning Outcomes

- Students will be able to insert graphics into a word document.
- Students will be able to perform basic operations in a graphics application.
- Students will be able to create a simple database in order to execute a mail merge.
- Students will be able to manage a personalized Windows profile, add and remove program features.
- Students will be able to describe the use of graphics within their projects.
- Students will be able to demonstrate basic computer skills.
- Students will be able to operate various computer software applications.
- Students will be able to illustrate the use of computer software applications through various projects such as business cards, t-shirt design, letterhead, labels, flyers and posters.
- Students will be able to design a portfolio utilizing publication skills.

### Additional Notations

Certificate Requirements: Completion of Office Computer Applications - Level 1 Certificate

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

### Required Courses

Course Prefix	Course Name	Units
VOC CPBC3	Basic Computing - Level 3	
VOC CPCC	Creative Computing	

### Recommended Elective

Course Prefix	Course Name	Units
VOC ITECH	Information Technology	