VOCATIONAL RE-ENTRY

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 proficient in office computer software used in the office workplace.
- Students will be prepared for entry-level office support employment.

Additional Notations

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

Review Student Learning Outcomes (SLOs) for this program.

Required Courses

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