

# VOCATIONAL RE-ENTRY

## Basic Computer Presentation and Publication

#36560

This certificate in Basic Computer Presentation and Publication is customized to meet the needs of the entry level adult student or professional, who is seeking to acquire presentation and publication computer skills used in today's emerging computerized office environment.

### Program Learning Outcomes

- Students will be able to acquire job-ready skills for a computerized office environment, including proficiency in presentation and publishing software applications commonly used in the workplace.
- Students will be able to improve employability and advance in a current career or transition into a new career, by demonstrating proficiency in computer-based presentation and publication skills.
- Students will be able to increase productivity and efficiency in a professional setting by using technology to create and edit presentations, documents, and publications.
- Students will be able to develop the ability to communicate and collaborate effectively with colleagues and clients through the use of technology and software applications.
- Students will be able to lay the foundation for further education and training in related fields by acquiring fundamental computer-based presentation and publication skills.

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

### Required Courses

Course Prefix	Course Name	Units
VOC BCPP1	PowerPoint Basics 1	
VOC BCPP2	PowerPoint Basics 2	
VOC BCDP	Basic Computing - Desktop Publishing	

## Basic Excel Applications

#36278

This certificate in Basic Excel Applications is customized to meet the needs of the entry level adult student or professional, who is seeking to acquire Microsoft Excel computer skills used in today's emerging computerized office environment.

### Program Learning Outcomes

- Students will be able to acquire job-ready skills for a variety of industries that rely on Microsoft Excel for data analysis and management.
- Students will be able to improve employability and advance in a current career or transition into a new career by demonstrating proficiency in Microsoft Excel.
- Students will be able to increase productivity and efficiency in a professional setting by utilizing Excel tools and functions to analyze data and make informed decisions.
- Students will be able to develop the ability to communicate and collaborate effectively with colleagues and clients through the use of Excel, including sharing data and creating reports.

- Students will be able to lay the foundation for further education and training in related fields by acquiring fundamental Excel skills that are necessary for more advanced courses and programs.

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

### Required Courses

Course Prefix	Course Name	Units
VOC CPBE1	Basic Excel - Level 1	
VOC CPBE2	Basic Excel 2	
VOC CPBE3	Basic Excel 3	

## Office Computer Applications - Level 1

#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.

### Additional Notations

Any higher level course may be substituted for VOC CPBC 1 - Basic Computing Level 1

Review [Student Learning Outcomes \(SLOs\) \(http://www.mtsac.edu/instruction/outcomes/sloinfo.html\)](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	

### Elective Courses

Course Prefix	Course Name	Units
VOC CPNET	Internet Research - an Introduction	
VOC CPDI	Digital Photography for the Beginner	

## Office Computer Applications - Level 2

#36834

This certificate in Office Computer Applications 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	

## Sewing and Tailoring

#36803

This certificate in Sewing and Tailoring is customized to meet the needs of the entry level adult student or professional, who is seeking to acquire specific skills used in today's emerging fashion industry for tailors, dressmakers or custom sewers to master each phase of the apparel process to produce made-to-measure garments. Jobs such as alterations sewer, alterations tailor, bridal gown fitter, coat cutter, coat maker, couture dressmaker, dress fitter, fur tailor, garment fitter, and suit maker.

### Program Learning Outcomes

- Students will construct and present professional looking tailored garments.
- Students will be prepared for entry-level sewing and tailoring employment.

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

## Required Courses

Course Prefix	Course Name	Units
VOC ESD09	Sewing and Design	
VOC ST1	Sewing and Tailoring 1	
VOC ST2	Sewing and Tailoring 2	