

# VOCATIONAL RE-ENTRY

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## 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 |       |