



**CURRICULUM GUIDE
2011-2012**

OFFICE COMPUTER APPLICATIONS

Certificate of Accomplishment in Office Computer Applications

Requirements for Certificate of Accomplishment:

- a) Complete satisfactorily the courses listed for the particular certificate.
- b) Complete at least 50% of the required units at Ohlone College.
- c) Maintain a 2.0 grade point average.

OFFICE COMPUTER APPLICATIONS

Upon completion of the Office Computer Applications Certificate of Accomplishment students will have a broad understanding of today's computers and information technology. Students will have the ability to use a wide variety of business software such as word processing, spreadsheet, database, presentation, and desktop publishing. In addition, students will be introduced to Windows, Accounting, and the Internet.

BA-109B	Computerized Accounting for Small Business	1.5
CAOT-101A	Computer Applications I	2
CAOT-101B	Computer Applications II	2
CAOT-101C	Computer Applications III	2
CAOT-153	Introduction to Internet	$\frac{1}{2}$
		8.5