



CURRICULUM GUIDE 2011-2012

OFFICE SUPPORT

Certificate of Accomplishment in Office Support

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 SUPPORT

Upon completion of the Office Support Certificate of Accomplishment students will have gained a knowledge of how a business functions and human relations in business. In addition, students will have acquired basic office support skills.

BA-116	Business English and Communication	4
CAOT-101A	Computer Applications I	2
CAOT-101B	Computer Applications II	2
CAOT-110A	Beginning Keyboarding I OR	1
CAOT-110B	Beginning Keyboarding II OR	(1)
CAOT-110C	Beginning Keyboarding III	<u>(1)</u>
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