



CURRICULUM GUIDE 2012-2013

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.

Student Learning Outcomes

1. Develop needed computer-based skills to prepare documents, presentations, databases, and spreadsheets using Microsoft's Office Suite software (including, Access, Word, Excel, PowerPoint, and Outlook).
2. Demonstrate keyboarding skills of a minimum of 60 wpm.
3. Demonstrate Internet skills including e-mail management, Web search, and document exchange.
4. Demonstrate basic knowledge of a computer operating system, such as Windows.

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