



## CURRICULUM GUIDE 2012-2013

### 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.

#### Student Learning Outcomes

1. Demonstrate proficiency in the use of Microsoft's (MS) Office Software.
2. Compile directions and complete lab projects targeting specific business document formatting and templates.
3. Use Windows Explorer filing and other office skill sets learned in this program to support data management and storage.
4. Demonstrate keyboarding skills at a minimum of 60 wpm.

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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