



**CURRICULUM GUIDE  
2019-2020**

**BEGINNING TECHNOLOGY SKILLS**

**Certificate of Completion in Beginning Technology Skills**

**BEGINNING TECHNOLOGY SKILLS**

This noncredit certificate program provides the skills and terminology necessary to secure entry-level employment in the Office automation occupations.

**Requirements for Certificate of Completion**

- a) Complete all of the courses at Ohlone College.

**Student Learning Outcomes**

1. Demonstrate rudimentary proficiency in Microsoft Office Suite.

CAOT-912A	Beginning Technology Skills I	72 hours
CAOT-912B	Beginning Technology Skills II	<u>72 hours</u>
		144 hours