



## CURRICULUM GUIDE 2013-2014

### 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. Demonstrate keyboarding skills at a minimum of 55 wpm.

BA-116	Business English and Communication	4
BA-125	Introduction to Business	3
CAOT-101A	Computer Applications I	2
CAOT-104	Basic Keyboarding OR	1
CAOT-110A	Beginning Keyboarding I AND	(1)
CAOT-110B	Beginning Keyboarding II	(1)
LS-101	Steps to Successful Research	1
PD-150	Career Planning	<u>2</u>
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