



BASIC COMPUTER APPLICATIONS

Many jobs in many different fields require a working knowledge of basic computer applications. This course sequence introduces you to commonly used office computer applications and to the fundamentals of the

Internet. Whether you need computer skills to advance in your current job or to qualify for an entry-level position as an office clerk or assistant, this certificate is a practical first step toward achieving your goals.

Computer Related Occupations
 \$36,787 per annum*

* Data obtained from EMSI Complete Employment Spring 2008 Release V.2



COURSES REQUIRED

COURSE NUMBER	COURSE TITLE	UNITS
CAOT 097	Introduction to the Internet	3
CAOT 098	Microcomputer Office Applications: Introduction to Windows for CAOT	3
TOTAL UNITS		6

Students need to meet the ESL or English 28/31 requirement