

# CLASSROOM ESSENTIALS FOR PROGRAM SUCCESS

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## Certificate of Completion

Program #3P41619

The Classroom Essentials for Program Success certificate is designed to prepare students for entry into a short term vocational program. Students can be expected to learn the following: computer terminology, the usage of the major business applications (word processing, database, spreadsheets, graphics and communication), develop a career path to assist them in their educational journey, and choose from a variety of options such as, but not limited to study skills, online education, keyboarding, and employability skills.

Code	Title	Hours
<b>Core Courses (Required 24 Hours)</b>		
OTEC 091	Computer Basics	12
OTEC 092	Software Essentials	12
<b>Total Hours</b>		<b>24</b>

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## Plan of Study

First Year

First Semester	Hours
OTEC 091	12
OTEC 092	12
	<b>24</b>

**Total Hours 24**

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## List of Courses

### OTEC 091 Computer Basics 12 Hours

Designed for those who know nothing or very little about computers. Builds computer technology understanding, makes one a better consumer of computers and products, and explores operation systems, software and hardware. Provides foundation for other NOCE computer course.

### OTEC 092 Software Essentials 12 Hours

Learn the beginning basics of MS Word, MS Excel, MS PowerPoint, and MS Access in one class. This class serves as a foundation for OTEC courses.