MICROSOFT OFFICE SKILLS, LEVEL 1, CERTIFICATE OF COMPLETION

Requirements

The Basic Software Skills Certificate of Completion prepares students for entry-level office clerk jobs and provides a basis for more advanced college training and career laddering. The program consists of three required courses: Word 1, Excel 1 and PowerPoint 1 and one elective from the following courses: Outlook 1, Publisher 1 or Access 1. Post-program participants will be able to navigate computer screens, format text, create simple presentations and spreadsheets, and organize a variety of work tasks.

Code	Title	Units
Required Courses		
CMPW NC51A	MS Word 1	0
CMPW NC63A	MS Excel 1	0
CMPW NC55A	MS PowerPoint 1	0
Choose one of the following elective		
CMPW NC58A	MS Outlook 1	0
CMPW NC83A	MS Access 1	0

Learning Outcomes

1. Create, edit, format, print, open and save a Word document
2. Create, edit, print open and save an Excel spreadsheet including using formulas or functions to preform calculations
3. Create, edit, insert objects, apply animations to an object and/or slide, save, open and run a PowerPoint presentation
4. Determine the correct software for a office task