

# MICROSOFT OFFICE SKILLS, LEVEL 2, CERTIFICATE OF COMPLETION

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## 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 2, Excel 2 and PowerPoint 2 and one elective from the following courses: Outlook 2, Publisher 2 or Access 2. Post-program participants will be able to format and navigate long documents, work with large and multiple worksheets and workbooks in Excel and modify an existing PowerPoint presentation to improve its overall appearance. By utilizing an addition Microsoft application that is part of office suite participants will enhance employability skills.

Code	Title	Units
Required Courses		
CMPW NC51B	MS Word 2	0
CMPW NC63B	MS Excel 2	0
CMPW NC55B	MS PowerPoint 2	0
choose one elective		
CMPW NC58B	MS Outlook 2	0
CMPW NC83B	MS Access 2: Tables/Queries	0

## Learning Outcomes

1. Properly format long documents in WordWork with large and multiple worksheets and workbooks in Excel
2. Instructor will observe student completion of class exercises to assess technical competence and appropriate use of program functions
3. Modify a PowerPoint presentation to improve its overall appearance
4. Instructor will observe student completion of class exercises to assess technical competence and appropriate use of program functions