

OFFICE COMPUTER APPLICATIONS (BILINGUAL), CERTIFICATE OF COMPLETION

Requirements

This certificate of completion provides students with necessary skills required to perform office and administrative support jobs. The series of courses helps prepare students for employment, more advanced college courses, and career advancement.

The program encompasses courses such as Microsoft Word Fundamentals (Bilingual), Typing/Keyboarding (Bilingual), Microsoft Excel Fundamentals (Bilingual), Microsoft PowerPoint Fundamentals (Bilingual), Microsoft Publisher Fundamentals (Bilingual), and Computer Skills (Bilingual).

This program and courses are open to all students.

Code	Title	Units
CMPW NC001	Typing-Keyboarding (Bilingual)	0
CMPW NC005	Microsoft Word Fundamentals (Bilingual)	0
CMPW NC006	Microsoft PowerPoint Fundamentals (Bilingual)	0
CMPW NC007	Microsoft Excel Fundamentals (Bilingual)	0
CMPW NC010	Computer/Skills (Bilingual)	0

Learning Outcomes

1. Create, edit, save, retrieve and print functional and professional-looking Excel spreadsheets.
2. Create, modify, save a Microsoft PowerPoint presentation, apply animation to an object, and transition to slides to enhance presentation.
3. Create, design, modify, save, retrieve, and print various types of publications in Microsoft Publisher.
4. Create, edit, save, retrieve and print a Microsoft Word document.