

# MICROSOFT OFFICE SKILLS, LEVEL 3, 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 3, Excel 3 and PowerPoint 3 and one elective from the following courses: Outlook 3, Publisher 3 or Access 3. Post-program participants will be able use mail merge to create, print or share documents and/or publications, use advanced formulas and transform data in Excel prepare a PowerPoint presentation for printing and sharing. By utilizing an addition Microsoft application that is part of office suite participants will enhance employability skills.

Code	Title	Units
Required Courses		
CMPW NC51C	MS Word 3	0
CMPW NC63C	MS Excel 3	0
CMPW NC55C	MS PowerPoint 3	0
Complete one elective of the following electives		
CMPW NC58C	MS Outlook 3	0
CMPW NC73C	MS Publisher 3	0
CMPW NC83C	MS Access 3: Forms/Reports	0

## Learning Outcomes

1. Use mail merge to create, print or share documents and/or publications
2. Use advanced formulas and transform data in Excel
3. Prepare a PowerPoint presentation for printing and sharing
4. Utilize an addition Microsoft application that is part of office suite to enhance abilities to function in an office