

MICROSOFT OFFICE SPECIALIST CERTIFICATE

10 Semester Credit Hours; Curriculum: 0306

This certificate can be completed in one semester.

Code	Title	Hours
Courses for a Certificate		
CAB 110	Windows Fundamentals	1
CAB 125	Word Processing Using Word	2
CAB 130	Presentation Software Using PowerPoint	2
CAB 135	Electronic Spreadsheets Using Excel	2
CAB 140	Database Application Using Access	3
Total Hours		10

Program Learning Outcomes

1. Demonstrate competency in at least three software application packages.
2. Demonstrate competency and appropriate use of the software tools within software application programs.
3. Demonstrate competence with a wide variety of software tools.
4. Demonstrate competency in managing files and folders.
5. Apply critical thinking skills to solve business problems.