

MICROSOFT OFFICE USER CERTIFICATE

6 Semester Credit Hours; Curriculum: 0309

This certificate can be completed in one semester.

Code	Title	Hours
Courses for a Certificate		
CAB 125	Word Processing Using Word	2
CAB 130	Presentation Software Using PowerPoint	2
CAB 135	Electronic Spreadsheets Using Excel	2
Total Hours		6

Program Learning Outcomes

1. Demonstrate competency in at least two software application packages.
2. Demonstrate competency and appropriate use of the software tools within software application programs.
3. Create a variety of personal and business files, which include documents, spreadsheets, and presentations.
4. Apply critical thinking skills to solve business problems.