

ADVANCED OFFICE APPLICATIONS PROGRAM

Certificate of Completion

Program Code 3P24176

This certificate program will prepare students for a professional level office environment in administrative work. Students completing this program will be successful in a mid-level office environment requiring stronger knowledge of spreadsheet, database, and planning at an administrative support level.

Code	Title	Hours
Core Courses		
CCTR 100	Business/Computer Skills Lab	36
MS 134	Microsoft Word, Intermediate	36
MS 165	Microsoft Excel, Power-User Skills	36
COMP 645	Integrated Computer Projects	44
MS 107	Microsoft Access, Intermediate	36
Total Hours		188

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
MS 134		36 MS 107	36
MS 165		36 COMP 645	44
CCTR 100		18 CCTR 100	18
		90	98

Total Hours 188

List of Courses

CCTR 100 **36-200 Hours**

Business/Computer Skills Lab

Enjoy free, flexible scheduling for a variety of courses: Office Keyboarding, Data Entry, 10-Key, Typing/Keyboarding for Speed and Accuracy, Windows XP, MS Office (Word, Excel, Access, Outlook, PowerPoint), Intro to Internet and World Wide Web, internet access and free email! (*Apportionment*)

COMP 645 **36 Hours**

Integrated Computer Projects

Designed for those who want to apply the knowledge they have gained from previous computer classes. See how those skills can be put to work in real world simulations! Capstone course for students who have already learned the basics of computer usage. Recommended proficiency in: Introduction to Computers, Discover the Internet, MS Office Overview or equivalent. (*Apportionment*)

MS 107 **36 Hours**

Microsoft Access, Intermediate

Advisory: MS 106 Microsoft Access - Introduction.

Learn how to build and modify advanced tables, forms and reports. Develop proficiency in use of encrypting database files, defining relationships and defining queries. Text/disk required. Recommended proficiency in: Introduction to Computers, Introduction to Windows, Introduction to Access or equivalent. (*Apportionment*)

MS 134 **36 Hours**

Microsoft Word, Intermediate

Advisory: COMP 100 Computer - Introduction, MS 104 Window Operating Systems - Introduction, MS 144 Microsoft Word - Introduction or equivalent.

This continuing course covers features such as mail merging, styles and templates, large documents and WordArt. Textbook purchase may be required at first class. (*Apportionment*)

MS 165 **36 Hours**

Microsoft Excel, Power-User Skills

Advisory: MS 105 Microsoft Excel - Introduction or equivalent.

This course is for people who are comfortable using MS Excel and who want to develop "power skills". Topics include computational techniques (defining names, nested IF functions, summarizing data), using Excel's database tools (tables, database operations, lookup functions), and expert skills (conditional formatting, macros). Also covered are advanced formatting techniques and shortcuts for accelerating productivity. (*Apportionment*)