

OFFICE APPLICATION ESSENTIALS PROGRAM

Certificate of Completion

Program Code: 3P24346

This certificate program will prepare students to work in an entry level office environment performing tasks such as basic word processing, spreadsheet, database and other essential business software applications. Students completing this program would have the basic computer administrative support position.

Code	Title	Hours
Core Courses		
CCTR 100	Business/Computer Skills Lab	36
MS 160	Microsoft Office, Overview	36
MS 144	Microsoft Word, Introduction	36
MS 105	Microsoft Excel, Introduction	36
MS 119	Microsoft PowerPoint, Introduction	36
MS 143	Microsoft Publisher, Introduction	36
MS 106	Microsoft Access, Introduction	36
Total Hours		252

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
MS 160		36 MS 119	36
MS 144		36 MS 143	36
MS 105		36 MS 106	36
CCTR 100		18 CCTR 100	18
		126	126

Total Hours 252

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*)

MS 105 36 Hours

Microsoft Excel, Introduction

Advisory: COMP 100 Computers, Introduction MS 104 Windows Operating Systems, Introduction or equivalent.

Provides a basic working knowledge of this popular spreadsheet program. Covers topics such as formulas, functions, and charting. (*Apportionment*)

MS 106 36 Hours

Microsoft Access, Introduction

Advisory: COMP 100 Computers, Introduction, MS 104 Windows Operating Systems, Introduction or equivalent.

Design databases using this popular software package. Includes creating tables, forms, reports and labels. Textbook Required. (*Apportionment*)

MS 119 36 Hours

Microsoft PowerPoint, Introduction

Advisory: Knowledge of Windows.

Learn how to create on-screen presentations using text, graphics, sound effects and movies. (*Apportionment*)

MS 143 36 Hours

Microsoft Publisher, Introduction

Advisory: Recommended proficiency in COMP 100 Computers - Introduction and MS 104 Windows Operating Systems - Introduction.

Provides a basic working knowledge of this popular desktop publishing program. Covers topics such as flyers, newsletters, and business cards. (*Apportionment*)

MS 144 36 Hours

Microsoft Word, Introduction

Advisory: Introduction to Computers, Introduction to Windows or equivalent.

Provides a basic working knowledge of Word. Covers topics such as formatting with fonts, paragraph alignment, indents, margins, inserting clip art bullets and numbering, columns and tables. (*Apportionment*)

MS 160 36 Hours

Microsoft Office, Overview

Advisory: Knowledge of Windows and keyboarding.

Learn the basics of Word, Excel, PowerPoint and Access in one class. Topics include document formatting, working with graphics, basic formulas, queries and reports. This class serves as a foundation for other MS Office Courses. (*Apportionment*)