

## Microsoft Office Basics

**Award Type:** Certificate of Completion

The Microsoft Office Basics Certificate will build proficiency with Microsoft Office suite, the most widely used productivity software on the market. This program prepares the student for office-related career positions and transition to a credit CBIS certificate or degree program as well as provide support to the student as a small business owner. The student will learn how to create letters, certificates, and flyers using Word, report and analyze data using Excel spreadsheets and charts, develop presentations for business, home, or volunteer use using PowerPoint, and create flyers, business cards, and calendars using Publisher. Skills in using productivity software (such as Microsoft Office) are often required to enter the job market. These software skills can also lead to higher paying middle-skills jobs – those which pay a living wage and require a high school diploma but not necessarily a college degree. This requirement for managerial positions is found across many industries, not just traditional office jobs. A report by Burning Glass Technologies, a labor-market analysis firm, found that “Eight in 10 (78%) of middle-skill jobs demand facility with productivity software, and these digital jobs pay a premium over non-digital middle-skill roles.” Possible careers include, but are not limited to: customer service representative, office/administrative assistant, bookkeeper/ accounting clerk, scheduler/operations coordinator, and management and supervision in a variety of industries.

**The graduate of the Certificate of Completion in Microsoft Office Basics will:**

- Use Word to create professional quality letters, certificates, flyers, labels and more.
- Learn the basics of Excel: creating spreadsheets, formulas, charts, and more.
- Learn the basics of creating PowerPoint slide shows for business, home and volunteer use.
- Learn the basics of Publisher to create flyers, tri-folds, business cards, calendars, cards, envelopes and labels for business, volunteer, or home use.
- Create slides, and add pictures, animation, and music to presentations.

## Program Requirements

**Advisory: Recommend completion of Computers and You Levels 1 and 2 prior to taking the required courses:**

Course Number	Course Title	Units
VOCE 7100	Computers and You: Level 1	32.0 - 36.0 hours
VOCE 7101	Computers and You: Level 2	32.0 - 36.0 hours

**Required core courses:**

Course Number	Course Title	Units
VOCE 7105	Intro to Microsoft Word	32.0 - 36.0 hours
VOCE 7107	Intro to Microsoft Excel	32.0 - 36.0 hours
VOCE 7108	Computer Skills Lab	40.0 - 48.0 hours
VOCE 7112	Intro to Microsoft PowerPoint	16.0 - 18.0 hours
VOCE 7113	Intro to Microsoft Publisher	16.0 - 18.0 hours