



Certificate in Computer Skills for the Office **(Bilingual)**

Master Excel, Word, PowerPoint, Access, Outlook and more.

Domina a la perfección Excel, Word, PowerPoint, Publisher, Access, Outlook y mucho más.

Program overview

Take your Office skills to a whole new level by diving into a set of powerful instructional courses. Move from the basics to an advanced level. Employ all of your newly-learned tips and tricks to unlock new dimensions from your data. Plus, expand your presentation impact, with courses that deliver on the functional basics of the PowerPoint application while boosting your visual design skillset. Advance with our Specialist while reinforcing your learning with built-in knowledge checks, interactive exercises, and entertaining games. Upon successful completion of all courses in this certificate program, you can obtain a Certificate of Completion.

COURSE DESCRIPTION

Students will take 3 hours of class per week for 16 weeks. Each session, students will learn and practice new skills.

Microsoft Word Basics & Advanced:

Have a fundamental understanding of the Word environment and the ability to complete tasks independently. They should know and demonstrate the correct application of the principal features of Word. These candidates should be able to create and edit 2-3 page documents for a variety of purposes and situations.

Examples include professional-looking reports, multi-column newsletters, résumés, and business correspondence. Candidate roles might include students, clerical workers, instructors, and others.

Visual Power Point & Power point for Business/Church (Publisher included): have a fundamental understanding of the PowerPoint environment and the ability to complete tasks independently. Candidates can create and manage presentations, insert and format shapes and slides, create slide content, apply transitions and animations, and manage multiple presentations.

Excel basics & Excel advanced skills + Excel tips and tricks: should have a fundamental understanding of the Excel environment and the ability to complete tasks independently. They should know and demonstrate the correct application of the principal features of Excel. These candidates should be able to create and edit a workbook with multiple sheets for a variety of purposes and situations.



Examples include professional-looking budgets, team performance charts, sales invoices, and exercise logs. Candidate roles might include students, clerical workers, bookkeepers, instructors, and others.

Outlook Advanced: can format email message content by using character and paragraph formatting, create or insert graphic elements, such as charts, tables, and SmartArt graphics, into messages. They can also send messages to private recipients by using the Bcc field. Candidates are able to create contact records, tasks, and appointments from incoming messages, and they set up contact groups to facilitate communication with other Outlook users.

OneNote: know and demonstrate the correct application of the principle features of OneNote. Candidates should be able to create, edit, and share notebooks for a variety of purposes and situations. They use OneNote as a digital notebook to facilitate their work and to integrate with other Office applications. Candidates work with the features of OneNote to organize and collaborate effectively. Notebook examples include class notes, minutes from meetings, event planning, and to-do lists. Candidate roles might include students, instructors, administrative assistants, company teams, project managers, and others.

TECH3223N	COMPUTER SKILLS FOR BUSINESS/CHURCH	3 Credits
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RCU reserves the right to modify program without further notice.