



Certificate in Microsoft Office Specialist

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

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. Utilize 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.

Program Learning Outcomes

Students who earn the Certificate in Computer Skills for the Office will:

- Understand and use technology systems.
- Select and use applications effectively and productively.
- Troubleshoot systems and applications.
- Contribute to project teams to produce original works or solve problems.
- Identify and define authentic problems and significant questions for investigation.
- Use multiple processes and diverse perspectives to explore alternative solutions

Student Learning Outcomes

Upon successful completion of these certificates, students should be able to:

- After completing these courses, students will be prepared to certify knowledge, skills and understanding of computer main applications like Microsoft office.
- Interact, collaborate, and publish with peers, experts, or others using a variety of digital environments and media.
- Communicate information and ideas effectively to multiple audiences using a variety of media and formats.
- Plan and manage activities to develop a solution or complete a project.

Program Structure

This Certificate in Computer Skills for the Office is 3 credit hours. Students must complete the specified courses to earn the Certificate in Computer Skills for the Office.



Courses in the Certificate in Computer Skills for the Office may be completed in any order. Course substitutions for certificate programs must be approved by the student's academic advisor and the registrar. All certificate programs include practicum hours (20) in the institutions associated to RCU, before graduation.

Course ID	Course Name	Credits
TECH3223	COMPUTER SKILLS FOR BUSINESS/CHURCH	3
	Microsoft Word Basics & Advanced	0.5
	Visual Power Point for Business/Church & Publisher	1
	Outlook Advanced	0.5
	Excel basics & Excel advanced skills	0.5
	OneNote	0.5

Course description

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

TECH3223 COMPUTER SKILLS FOR BUSINESS/CHURCH

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.

Content includes how to manipulate fonts, copy and paste, manipulate paragraph spacing, Insert columns, pictures, tables, and charts, Create bulleted and numbered lines.



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. Content includes how to create presentations, animate text and objects, create charts and tables. Manipulate slides. Add pictures, sounds, music, or movie

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. Content includes how to Use spreadsheet programs, toolbars, and menus, enter formulas, Use Auto sum, Create Charts, Format Charts.

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.

RCU reserves the right to modify program without further notice