COMPUTER SKILLS 2 – CERTIFICATE OF COMPLETION

The Computer Skills 2 program provides students with the essential skills and workforce preparation needed for careers in office administration. The curriculum also prepares students for pathways and with skills to be successful in credit business programs. Students gain knowledge in business applications of Microsoft Office applications, such as PowerPoint, Access, and Outlook.

Program Outcomes

- Effectively develop, organize, present, and deliver information using a presentation software.
- Apply appropriate Access features to effectively manage and retrieve information stored in a database.

Required Courses

Code	Title	Units
BUSN 7402	MICROSOFT POWERPOINT ESSENTIALS	0
BUSN 7403	MICROSOFT ACCESS ESSENTIALS FOR THE WORKPLACE	0
BUSN 7404	MICROSOFT OUTLOOK ESSENTIALS FOR THE WORKPLACE	0