

# VOCATIONAL RE-ENTRY

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## Basic Computer Presentation and Publication

**Certificate of Completion**  
**#36560**

This certificate prepares students for positions where entry-level skills in presentation and publishing software are needed.

### Program Learning Outcomes

- Students will present a professional quality PowerPoint using a variety of tools.
- Students will be technically proficient in PowerPoint.

Review [Student Learning Outcomes \(SLOs\)](#) for this program.

### Required Courses

Course Prefix	Course Name	Units
VOC BCPP1	PowerPoint Basics 1	
VOC BCPP2	PowerPoint Basics 2	
VOC BCDP	Basic Computing - Desktop Publishing	