

# BASIC COMPUTER PRESENTATION AND PUBLICATION

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#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	