

VOCATIONAL RE-ENTRY

Basic Computer Presentation and Publication

Certificate of Completion

#36560

The certificate in Basic Computer Presentation and Publication is customized to meet the needs of the entry level adult student or professional, who is seeking to acquire presentation and publication computer skills needed in today's computerized office environment.

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	