

# VOCATIONAL RE-ENTRY

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## Basic Excel Applications

**Certificate of Completion**  
**#36278**

This certificate in Basic Excel Applications is customized to meet the needs of the entry level adult student or professional, who is seeking to acquire Microsoft Excel computer skills used in today's emerging computerized office environment.

### Program Learning Outcomes

- Students will format a basic Excel spreadsheet in order to work with and analyze data.
- Students will be technically competent in Microsoft Excel.

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

### Required Courses

Course Prefix	Course Name	Units
VOC CPBE1	Basic Excel - Level 1	
VOC CPBE2	Basic Excel 2	
VOC CPBE3	Basic Excel 3	