

VOCATIONAL RE-ENTRY

Basic Excel Applications

Certificate of Completion

#36278

This certificate will prepare students with specific entry-level Excel application skills for the 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	