



LEARNING OUTCOMES

Certificate

Program: Computer Applications

Upon completion of this program, students will be able to:

1. Create, edit, and format documents using current word processing software.
2. Create, edit, and format worksheets and graphs using current spreadsheet software.
3. Design, create, edit, format, and manipulate relational databases using current database software.
4. Create, edit, and format a slide show using current presentation graphics software.
5. Utilize personal information manager software to manage email, contacts, appointments, tasks, and notes.

SLOs Certificate Computer Applications