

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

ACADEMIC AFFAIRS

Course Number: CMPA-400 Department: Information Technologies

Course Title: Microsoft Office Certification Preparation Semester: Spring Year: 2011

Course Objective	Competencies
To prepare for the Microsoft Office Word Certification.	<ol style="list-style-type: none"> 1. Create and customize documents. 2. Format content. 3. Work with visual content. 4. Organize content. 5. Share and secure content. 6. Complete a mock Microsoft Office Word Certification Exam.
To prepare for the Microsoft Office Excel Certification.	<ol style="list-style-type: none"> 1. Create and manipulate data. 2. Format data and content. 3. Create and modify formulas. 4. Present data visually. 5. Collaborate and secure data. 6. Complete a mock Microsoft Office Excel Certification Exam.
To prepare for the Microsoft Office Access Certification.	<ol style="list-style-type: none"> 1. Structure a database. 2. Create and format database elements. 3. Enter and modify data.

Course Objective	Competencies
<p>To prepare for the Microsoft Office PowerPoint Certification.</p>	<ol style="list-style-type: none"> 4. Create and modify queries. 5. Present and share data. 6. Manage and maintain databases. 7. Complete a mock Microsoft Office Access Certification Exam. <ol style="list-style-type: none"> 1. Create and format presentations. 2. Create and format slide content. 3. Work with visual content. 4. Collaborate on and deliver presentations. 8. Complete a mock Microsoft Office PowerPoint Certification Exam.