

PROGRAMS

COMPUTER APPLICATIONS: MICROSOFT OFFICE - CERTIFICATE

Microsoft Office Certificate

- [Computer Applications Department](#)
 - [All Computer Applications Certificates, Courses, and Degrees](#)
- [Register via Mission Portal](#)

The Certificate of Achievement: Microsoft Office is designed to provide students with the basic skills to work with this popular application suite, which has become an integral part of many jobs.

Program Learning Outcomes

- Students will acquire the skills needed to use the software packages contained in Microsoft Office.

Meet the Following Requirements

1. Complete all required certificate courses with a C (or P) or better.
2. Complete at least 1/3 of the program courses at Mission College to establish residency.

Please Note

- Requirements here apply to the current catalog year and are subject to change. Visit DegreeWorks in [My Mission Portal](#) to view requirements based your catalog year.
- Not all classes are offered each semester.

Required Core Courses

Code	Class	Units
CAP 033A	Word Processing - Course 1 (3.0 Lecture)	3.0
CAP 033B	Word Processing - Course 2 (3.0 Lecture)	3.0
CAP 045A	Introductory Microsoft Project (1.0 Lecture)	1.0
CAP 045B	Intermediate Microsoft Project (2.0 Lecture)	2.0
CAP 046D	Introduction to Microsoft Powerpoint (1.0 Lecture)	1.0
CAP 046E	Intermediate Microsoft Powerpoint (1.0 Lecture)	1.0
CAP 062B	Introduction to Microsoft Excel (1.0 Lecture)	1.0
CAP 063B	Intermediate Microsoft Excel (2.0 Lecture)	2.0
CAP 071E	Microsoft Outlook (1.0 Lecture)	1.0
CAP 081B	Introduction to Microsoft Access (1.0 Lecture)	1.0

Units Required

	Units
Total Required Units	18.0