

# Software Level 1 Certificate

## Certificate Number 90-103-1

### Description:

All courses in this certificate are delivered through the self-paced lab or structured format. Most are also delivered online. You can work at home, at work, or at the college. For self-paced delivery, you only need to come to the self-paced lab to submit work and be evaluated. An instructor is available during self-paced lab hours to assist self-paced learners. For a comparison of delivery modes for these classes, visit [www.nwtc.edu/flo](http://www.nwtc.edu/flo) and follow the self-paced links for the Green Bay credit classes.

### Requirements for Certificate Entry:

Many of the courses are in several programs or may be used as electives. Completion of each Introductory Office 2007 course prepares you for the Microsoft Office Specialist exam at the Specialist level for that particular software.

### Certificate Completers Will be Able to:

- Keyboard at 20 wpm using proper technique.
- Use the Windows operating system.
- Create and revise database.
- Create and revise word processing documents.
- Create and revise electronic presentations.
- Create and revise spreadsheets.

### Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-106-145 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Keyboarding</b> ...keyboarding at a personal productivity level, correct posture, touch typing on the alpha-numeric keyboard using an interactive software package running on a microcomputer. No experience required.	1
10-103-111 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Windows-Intro</b> ...Windows desktop elements, help features, document management (create, open, save, print), folder and file management (create, delete, move, find file), Web features, search strategies, shortcuts, screen capture, My Computer/Explorer.	1
10-103-121 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Word-Intro</b> ...word processing basics including creating, revising, formatting, and printing; sections, tabs, multiple-page numbering; manipulating text; creating headers/footers; creating and formatting tables, graphics, creating charts; applying styles; and merging documents. Requires Windows experience.	1
10-103-141 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Access-Intro</b> ...creating and modifying database tables, compacting a database, managing records, defining table relationships, creating queries, calculations, and aggregate functions, sorting, and using form and report wizards. Requires Windows experience.	1
10-103-131 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Excel-Intro</b> ...creating a worksheet, enhancing worksheet appearance, moving and copying data, using formulas and functions, creating charts and using clip art. Requires Windows experience.	1
10-103-151 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: PowerPoint-Intro</b> ...presentation development skills such as: graphics, tables, diagrams, shapes, design themes, sounds, animations, slide transitions, and integration with other software. Requires Windows and MS Word experience.	1
	<i>Certificate Total</i>	<b>6</b>

**For more information, please contact:** The Business & Information Technology Division, (920) 498-5435 or (800) 422-NWTC, extension 5435, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, [donna.meves@nwtc.edu](mailto:donna.meves@nwtc.edu)