



# Workplace Computing Certificate Program

At Macomb Community College  
Workforce and Continuing Education

You're holding a lot of  
**POWER**  
in your hands.

Macomb's hundreds of workforce and continuing education classes offer you the chance to grow personally and professionally, learn new job skills and meet interesting people. Best of all, they're conveniently scheduled and taught by leading experts. Whether you're looking to advance your career or find a new passion, there's something here for you.

For more information about Macomb's Workforce & Continuing Education program, please visit [www.macomb.edu/continuinged](http://www.macomb.edu/continuinged)

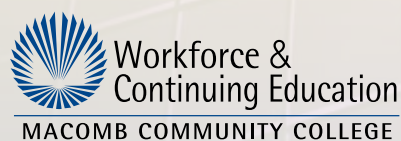
For more information about the Workplace Computing Skills Certificate Program at Macomb, contact program coordinator Lisa Spagnuolo at 586.498.4121 or [spagnuolol@macomb.edu](mailto:spagnuolol@macomb.edu).

For general information about Macomb Community College, please call 866.MACOMB1 (866.622.6621) or email [answer@macomb.edu](mailto:answer@macomb.edu).

## LOOKING FOR A JOB?

Contact Career Services, which can help you research current job trends and prepare for your search, including practice interviewing and one-on-one resume and cover letter feedback.

586.445.7321  
[careerservices@macomb.edu](mailto:careerservices@macomb.edu)



Discover. Connect. Advance.™

## What Is Workplace Computing?

Workplace Computing Skills power the modern office. Job candidates with proven experience in Microsoft® Word, Access, Excel and PowerPoint are most likely to rise to the top of the call-back list when interviewing. Providing the industry standard in word processing, forms and records, spreadsheets and presentations. Microsoft Office is the go-to software for most types of documentation used in business today.

## About The Program

Macomb's Workplace Computing Skills Certificate Program provides comprehensive training in the most used software in the Microsoft Office suite. You will learn how to create bulleted and numbered lists, tables and newsletter columns using Word. You will learn about previewing and printing data, designing databases and using crosstab queries in Access. You will learn about selecting cells and ranges, printing worksheets, and inserting and deleting columns using Excel. You will learn how to document themes, format text, add clip art and graphics, and print presentations using PowerPoint. Classes may be taken individually or as part of the certificate of completion program.

Courses taken in the program:

- Word
- Access
- Excel
- PowerPoint
- Access Intermediate (optional for the certificate)

As part of Continuing Education, this program is open enrollment, which means you do not have to fill out an application to Macomb Community College.

## Employment Outlook

With a certificate in workplace computer skills from Macomb, you will be qualified for careers including administrative assistant and word processor. Median salary for these careers is \$39,310, with a 17.1 percent decline in openings projected in Michigan through 2024. You may also be qualified for careers including data entry clerk and typist. Median salary for these careers is \$29,690, with a 3.2 percent decline in openings projected in Michigan through 2024.