

Palo Verde College

Program Outline Report

Program Basics

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Program Title:                      | Microsoft Word Specialist                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Program Status:                     | Active from 2026-2027 Fall (2026FA)                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Department:                         | NC Adult Basic Education                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Award Type:                         | Non-Credit Certificate of Completion (Non-Credit)                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Program/Catalog Description         | This program is designed to teach the fundamental knowledge and skills related to Microsoft Word. It is designed to prepare students for employment in business and industry as well as support workers who are already employed or will be employed in office-type environments. This program increases the workforce opportunities for the adult learner. It will prepare students for the Microsoft Office Specialist certification exam which is recognized worldwide. |
| Control Number:                     | 46108                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Credential ID:                      | No value                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Transferability:                    | No value                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| (SP01) Program TOP Code:            | 0702.10                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| (SP01) Program TOP Code:            | Software Applications                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| (SP02) Student Program Award:       | Non-Credit award requiring from 144 to fewer than 192 hours                                                                                                                                                                                                                                                                                                                                                                                                                |
| Maximum Hours:                      | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Minimum Hours:                      | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Curriculum Committee Approval Date: | 12/14/2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Board of Trustees Approval Date:    | 02/10/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| External Review Approval Date:      | 02/10/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

Proposal Details

|                                             |                                                                                                                                                                                          |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Proposal Start:                             | 2026-2027 Fall (2026FA)                                                                                                                                                                  |
| What changes have been made to the program: | No value                                                                                                                                                                                 |
| Program Justification:                      | This program increases the workforce opportunities for the adult learner. It will prepare students for the Microsoft Office Specialist certification exam which is recognized worldwide. |

Submission Rationale

- New Program

Program Requirements

**Required Courses (Total 180)**

**Complete all of the following**

|                                |    |
|--------------------------------|----|
| ABE040 - Computers Made Simple | 36 |
| ABE100 - Microsoft Word I      | 72 |
| ABE101 - Microsoft Word II     | 72 |

**Recommended Sequences**

**New Sequence**

**Term 1 (Total 36-72)**

**Required Courses (Total 36-72)**

**Take one of the following**

|                                |    |
|--------------------------------|----|
| ABE040 - Computers Made Simple | 36 |
| ABE100 - Microsoft Word I      | 72 |

**Term 2 (Total 72)**

|                                                    |    |
|----------------------------------------------------|----|
| <b>Required Courses</b> ABE101 - Microsoft Word II | 72 |
|----------------------------------------------------|----|

**Program Outcomes**

**Microsoft Word Specialist**

|      |             |
|------|-------------|
| PSLO | Performance |
|------|-------------|

|                                                                         |    |
|-------------------------------------------------------------------------|----|
| Use Microsoft Word to create, customize, and format business documents. | 70 |
|-------------------------------------------------------------------------|----|

**Program Narrative**

**Narrative Item 1. Program Goals and Objectives**

Program Learning Outcome: Students earning this certificate will demonstrate the correct application of the principle features of Word and can complete tasks independently.

This program is consistent with the college mission, which states: "Palo Verde College provides opportunities for personal and professional growth to a unique community of learners in an academic environment committed to student success, diversity, equity, and inclusion by supporting student achievement of basic skills, certificate, degree, university transfer, and career goals." The Microsoft Word Program achieves this goal by enabling students access to the development of basic skills, this, providing them with opportunities for personal and professional growth.

**Narrative Item 2. Catalog Description**

This program is designed to teach the fundamental knowledge and skills related to Microsoft Word. It is designed to prepare students for employment in business and industry as well as support workers who are already employed or will be employed in office-type environments. This program increases the workforce opportunities for the adult learner. It will prepare students for the Microsoft Office Specialist certification exam which is recognized worldwide.

**Narrative Item 3. Program Requirements**

| Requirements  | Dept.<br>Name/# | Name                  | Hrs. | Sequence     |
|---------------|-----------------|-----------------------|------|--------------|
| Required Core | ABE 040         | Computers Made Simple | 36   | Yr 1, Fall   |
| Required Core | ABE 100         | Microsoft Word I      | 72   | Yr 1, Fall   |
| Required Core | ABE 101         | Microsoft Word II     | 72   | Yr 1, Spring |
|               |                 | Total required        | 180  |              |

Year 1

|                                   |          |         |          |
|-----------------------------------|----------|---------|----------|
| Fall-                             |          | Spring  |          |
| ABE 040                           | 36 hours | ABE 100 | 72 hours |
| ABE 101                           | 72 hours |         |          |
| Program total = 180 hours lecture |          |         |          |

#### **Narrative Item 4. Master Planning**

In a world where competition for jobs, pay increases, and academic success continues to increase, certifications offer hope because they are a credible, third-party assessment of one's skill and knowledge for a given subject. Students earning this certificate will be equipped with the skills and knowledge necessary to pass the Microsoft Office Specialist in Word certificate. Some of the key benefits of this certification include validation of knowledge, Increased marketability, increased earning power, enhanced academic performance, and increased confidence.

In the United States, over 1.17 million jobs request Microsoft office skills. This certification prepares students for future academic or workforce opportunities. This program aligns with Palo Verde College's mission, in its entirety:

"Palo Verde College provides opportunities for personal and professional growth to a unique community of learners in an academic environment committed to student success, diversity, equity, and inclusion by supporting student achievement of basic skills, certificate, degree, university transfer, and career goals."