

# MICROSOFT OFFICE - CERTIFICATE OF COMPLETION

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**Plan Code:** 6012

This program is designed to teach an overview of the fundamental knowledge and skills related to the Microsoft Office suite. 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.

## Program Student Learning Outcomes

- Use the Microsoft Office suite to create, customize, and format business files.

## Program Requirements

Code Number	Course Title	Hours
<b>REQUIRED COURSES</b>		
COSA 601	Computer Information Competency	36
COSA 635	Microsoft Office	54
<b>Total Hours</b>		<b>90</b>