

# MICROSOFT OUTLOOK - CERTIFICATE OF COMPLETION

---

Plan Code: 6013

This program is designed to teach the fundamental knowledge and skills related to Microsoft Outlook. 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 Microsoft Outlook to create, customize, and format business correspondences.

## Program Requirements

Code Number	Course Title	Hours
<b>REQUIRED COURSES</b>		
COSA 601	Computer Information Competency	36
COSA 631	Microsoft Outlook for Windows	54
<b>Total Hours</b>		<b>90</b>