MICROSOFT WORD FOR WINDOWS - CERTIFICATE OF COMPLETION

Plan Code: 6015

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.

Program Student Learning Outcomes

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

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
COSA 601	Computer Information Competency	36
COSA 613	Microsoft Word for Windows	54
Total Hours		**90**