MICROSOFT ESSENTIALS - CERTIFICATE OF ACHIEVEMENT

Plan Code: 3136

This program is a comprehensive offering of courses to give students the information and computer literacy skills necessary to effectively utilize in-demand computer and productivity software required in today's technological society.

Program Student Learning Outcomes

- Create appropriately formatted deliverables using a variety of Microsoft Office software.

Program Requirements

Code Number	Course Title	Units
REQUIRED COURSES		
COSA 5	Microsoft Windows Operating System	3
COSA 30	Introduction to Computers	3
COSA 215	Microsoft Outlook for Windows	3
Total Units		**9**