

# MICROSOFT EXCEL - CERTIFICATE OF COMPLETION

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Plan Code: 6011

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

## Program Requirements

Code Number	Course Title	Hours
<b>REQUIRED COURSES</b>		
COSA 601	Computer Information Competency	36
COSA 618	Microsoft Excel for Windows	54
<b>Total Hours</b>		<b>90</b>