

OFFICE TECHNOLOGIES – MICROSOFT EXCEL - CERTIFICATE OF COMPLETION

Plan Code: 6005

Students will learn how to use Microsoft Excel for the PC and its editing, formatting, language tools, functions, and arguments to create, format, save, revise, and print various business and personal spreadsheets. Students are required to complete the entire series of three courses within the Office Technologies-Microsoft Excel program to receive the certificate of completion. There are no units associated with these noncredit classes, but students are expected to complete a total of 54 hours for completion.

Program Student Learning Outcomes

- Use Microsoft Excel to create, customize, and format business and personal spreadsheets.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
COSA 615	Microsoft Excel, Introductory	18
COSA 616	Microsoft Excel, Intermediate	18
COSA 617	Microsoft Excel, Advanced	18
Total Hours		54