# OFFICE TECHNOLOGIES – MICROSOFT POWERPOINT - CERTIFICATE OF COMPLETION

**Plan Code: 6008**

Students will learn how to use Microsoft PowerPoint for the PC and its editing, formatting, and language tools to create, format, save, revise, and print personal and professional presentations. Students are required to complete the entire series of three courses within this 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 PowerPoint to create, customize, and format professional presentations.

## Program Requirements

| Code Number | Course Title | Hours |
|---|---|---|
| **REQUIRED COURSES** | | |
| COSA 620 | Microsoft PowerPoint, Introductory | 18 |
| COSA 621 | Microsoft PowerPoint, Intermediate | 18 |
| COSA 622 | Microsoft PowerPoint, Advanced | 18 |
| **Total Hours** | | **54** |

Students must log in a minimum of 54 contact hours of laboratory work. The student must complete the required assessment/proficiency exams in Microsoft PowerPoint with a score of 70% or above in each required assessment/proficiency exam.