OFFICE TECHNOLOGIES – MICROSOFT WORD - CERTIFICATE OF COMPLETION

Plan Code: 6006

Students will learn how to use Microsoft Word for the PC and its editing, formatting, and language tools to create, format, save, revise, and print various business and report documents. 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 Word to create, customize, and format business documents.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
COSA 610	Microsoft Word, Introductory	18
COSA 611	Microsoft Word, Intermediate	18
COSA 612	Microsoft Word, Advanced	18
Total Hours		**54**