

MICROSOFT OFFICE APPLICATIONS I, CERTIFICATE OF COMPLETION

Banner Code: 1_NCH_MSOFF

Control Number: 44130

Not Financial Aid Eligible

The Microsoft Office Applications I Certificate of Completion is a noncredit program designed to introduce students to software applications that are common and essential in the workplace. Students will develop skills and competencies in basic fundamentals in Microsoft Excel, Microsoft Word, and Microsoft PowerPoint for basic reports, flyers, business letters, spreadsheets, and presentations to obtain, sustain, and advance employment opportunities, and transition to other noncredit or credit programs in various career education fields. Students who successfully complete CHT A015N and CHT A020N will receive a Certificate of Completion.

Program Outcomes

1. Successful students in this program will be able to create a business document and a presentation.
2. Successful students in this program will be able to develop a spreadsheet with formulas.

A certificate leading to improved employability or job opportunities.

For more information regarding noncredit, please visit <https://orangeoastcollege.edu/academics/adult-education/index.html> (<https://orangeoastcollege.edu/academics/adult-education/>).

Career Opportunities in Computer & High Technology

Clerical, Office Assistant, Administrative Assistant, Entry Level Data Analyst

Course	Title	Hours
Required Courses		
CHT A015N	Microsoft Word and PowerPoint Basics	36
CHT A020N	Microsoft Excel Basics	36
Subtotal		72.0
Total Hours		72.0