RÍO HONDO COLLEGE

DIVISION OF BUSINESS
COMPUTERS SKILLS FOR BUSINESS II
NONCREDIT CERTIFICATE OF COMPLETION

The Computer Skills for Business II Noncredit Certificate of Completion prepares students to proficiently use Microsoft Outlook, PowerPoint, and Access programs for a variety of applications in business and educational settings. Student gain knowledge and practical skills to apply appropriate program functions to complete a variety of communication and computing tasks, including email correspondence, digital file sharing and calendar management, and interactive visual presentation. Additionally, students lean to configure database tables, queries, and reports to support data management needs in organizational operations

To acquire the **Noncredit Certificate of Completion in Computers Skills for Business II**, student must complete the required courses below with a grade of "P" for passing:

Required Courses	Units	N	IP	C
NBIZ 005 Microsoft Outlook and PowerPoint Essentials	**0**			
NBIZ 006 Microsoft Access Essentials	**0**			
Total major units needed for Certificate of Completion	**0**			
Units Completed	**0**			
*Prerequisite/Corequisite				

Note: These courses do not provide any credits toward a credit certificate or associate degree.