RÍO HONDO COLLEGE

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

The Computer Skills for Business I Noncredit Certificate of Completion prepares students to use Microsoft Word and Microsoft Excel proficiently in business office support settings. Students gain the knowledge and practical skills needed to apply different functions in these computers programs to complete a variety of word processing and database-related tasks, including formatting business letters, creating mailing tools, producing informational and graphic flyers, generating tables and graphs, organizing and maintaining data on spreadsheets, and setting basic formulas for numeric calculations

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

Required Courses	Units	N	IP	C
NBIZ 003 Microsoft Word Essentials	**0**			
NBIZ 004 Microsoft Excel 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.