

Certificate in Microsoft Office Applications

Upon successful completion of the courses and demonstrated proficiency in the 5 Microsoft Office applications, students will be awarded a Certificate from Portland Adult Education. The separate courses are offered at various times. The certificate can be completed in one term or two terms. Scholarships are available for those 55 years and older through the Career Center, 831-9740.

Microsoft 2010 Courses to include:

Word – Word Processing

Excel – Spreadsheet

Access – Database

PowerPoint

Outlook

Total of 108 hours

Prerequisite: Basic Computer Literacy or Computer Basic Class and familiarity with the Keyboard and Mouse.

Please contact the Portland Adult Ed office at 775-0432.