

Microsoft Office Certificate



The Microsoft Office Certificate gives comprehensive training in the latest Microsoft Office software. Whether you process information in the office, input data, or do other tasks, this certificate will give you an edge because of the extra knowledge you will gain. Individuals who will benefit include receptionists, administrative assistants, office assistants, and managers.



Certificate Courses

10-106-130

**Integrated Computer Applications,
Beginning (4 credits)**

10-106-131

**Integrated Computer Applications,
Intermediate (4 credits)**

10-106-132

**Integrated Computer Applications,
Advanced (4 credits)**

10-106-119

Publishing (2 credits)

A minimum grade of a "C" is required in all classes.

For more information:

www.nicoletcollege.edu

Email: inquire@nicoletcollege.edu

715-365-4451 or 800-544-3039, ext 4451

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