



Rockingham

COMMUNITY COLLEGE

MICROSOFT OFFICE: WORD, EXCEL, AND POWERPOINT

OST 7133

COURSE INFORMATION

Registration Cost: \$180

This course is intended to equip students with the skills needed to confidently utilize Word, Excel, and PowerPoint on the job or at home. In addition, students will obtain the knowledge necessary to prepare for the Microsoft Office Word, Excel, and PowerPoint certification exams.

This is a bundled course and all coursework will be delivered online. Prepayment of tuition (\$180) and purchase of course materials are required. Registration fees do not include certification exam fees.

Scholarship options are available!

Please discuss the scholarship application process with the RCC Admissions Office.

REGISTRATION CHECKLIST

- STEP 1:** Complete the RCC application process (steps 1-3) on the [RCC Apply](#) web page.
- STEP 2:** Complete the Microsoft Office: Word, Excel, and PowerPoint Registration Form.
- STEP 3:** Submit course registration fee of \$180 to the RCC Business Office.
- STEP 4:** Login to your RCC email and Moodle accounts prior to the first day of class. You will receive your login information from the Admissions Office upon registration for the course.

CONTACT INFORMATION

RCC Admissions Office
(336) 342-4261 x2333