



Career and Corporate Training  
Pierpont Community & Technical College  
500 Galliher Drive  
Fairmont, WV 26554

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## **Microsoft Office Basics**

Effective March 2025

### **Description**

This course is designed to introduce participants to the essential functions of Microsoft Excel, Word, and PowerPoint, helping them become proficient in these widely-used Office applications for daily work tasks.

### **Training cost:**

\$135.00. Payment is required at least 2 weeks prior to the start date of the course.

### **Financial Aid**

Financial aid is not available for this course.

### **Minimum Requirements:**

There are no prerequisites for this course.

### **Course Materials & Supplies**

All materials and supplies are included in the cost of training.

### **Accommodations Statement:**

If you have or had an IEP or 504 Plan in high school or if you think you have a disability that might interfere with your completion of this class, contact Pierpont's Support Services for information about possible accommodations at [access@pierpont.edu](mailto:access@pierpont.edu) or 304-534-7878.

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