

## 2021-22 ACADEMIC PROGRAMS

### COMPUTER SOFTWARE APPLICATIONS (CTCSSC)

#### Certificate

This program provides computer skills training in seven office software applications in the Microsoft Office Suite. These courses are primarily intended for students preparing for careers in the administrative office support area. The courses also give students skills that can be applied toward careers in computer application support and records management. It is recommended that students completing the software applications program be able to key at least 40 words per minute.

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Program is also available online

#### Description

This program provides computer skills training in seven office software applications, using the Microsoft Office Suite as well as a Web browser. These courses are primarily intended for students preparing for careers in the administrative office support area. The courses also give students skills that can be applied toward careers in computer application support and records management. It is recommended that students completing the software applications program be able to key at least 40 words per minute.

#### Articulation

Eastern Michigan University, BS degree.

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: <https://www.wccnet.edu/learn/transfer-wcc-credits/articulation-agreements.php>.

#### Course Requirements

#### Major/Area Requirements

Class	Title	Minimum Credits
BOS 106	Electronic Planning, Sharing and Organization	3
BOS 157	Word Processing and Document Formatting I	3
BOS 182	Database Software Applications	3
BOS 184	Spreadsheet Software Applications I	3
BOS 206	Personal Management Application and Internet Resources	2
BOS 207	Presentation Software Applications	2
BOS 208	Desktop Publishing for the Office	3
Total		19

#### Total Credits Required: 19

Accurate as of 09/24/2021 Information is subject to change without notice.