

2024-25 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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