COMPUTER SOFTWARE APPLICATIONS (CERTIFICATE)

Catalog Effective Term: Fall 2024
Program Code: CTCSSC
Credential: Certificate
Program is also available online

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: http://www.wccnet.edu/learn/transfer-wcc-credits/articulation-agreements.php.

Minimum Credits Required for the Program: 19

Code	Title	Credits
Major/Area Requirements		
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 Credits		**19**