COMPUTER APPLICATIONS

Program Description

Students in this program will gain valuable experience and skills advancing their prospects within the office environment. The certifications connected to the successful completion of program courses are widely recognized as evidence of Microsoft Office skills mastery, indicators of immediate productivity, and differentiating factors among other applicants. Successful program completion will lead to Microsoft Office Specialist certifications. Employers regularly use certifications as selection criteria for hiring and promotion.

Preparation

Students with an understanding of basic computers use will be able to succeed within the program. The program is designed to be a stackable certificate which can support a successful graduate immediately within the workforce or it can provide a stronger background in support of future coursework or program completion.

Program Requirements

Students completing the required curriculum will receive a Program Certificate in Computer Applications. This certificate is the first of three stackable components leading to an associate in applied science degree.

Career Opportunities

Graduates will gain the skills needed for positions requiring employees with strong skills in word processing, spreadsheets, database management, presentations, and email/calendar skills. These positions would include administrative staff.

Contact

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Degree Plans

- Computer Applications Program Certificate