

# COMPUTER SOFTWARE APPLICATIONS (CSA)

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## **CSA 0500 Microsoft Office Specialist (0 Credits)**

Increase your employability with this intensive 12-week certificate program, teaching you the ins and outs of several Microsoft Office applications that you may encounter in your work and/or personal life. This hands-on program includes instruction and practice of the following programs: Microsoft Word, Excel, Access, PowerPoint and Outlook. At the end of the training, you'll take each of the five internationally recognized Microsoft Office Specialist Exams, the cost of which is included in the price of this program.