

# COMPUTER APPLICATIONS



**WORKFORCE**  
READING AREA COMMUNITY COLLEGE

Computer skills are essential in every business. These courses will get you to the next level of computer skills for the workplace. You'll be able to create reports, create office documents, manage databases and more!

**Six week training!**

## Computer Applications

Price: \$2,130 plus fees, books, and supplies

Microsoft Office 365 including:

- Access
- Excell I & II
- Outlook
- PowerPoint
- Word

Customer Service



Scan the QR code to fill out a Career Training Program and Course Interest Form



Interest Form

For more information, email us at [workforcetraining@racc.edu](mailto:workforcetraining@racc.edu) or call 610-372-4721 ext. 5711