

Basic Computer Literacy Certificate

Overview

This career pathways certificate prepares students for entry-level positions which require basic computer literacy skills including MS Word, Excel, and PowerPoint. This certificate also benefits people who are already working but they desire to update and enhance their skills.

Certificate Learning Outcomes

Students who successfully complete this certificate will be able to:

1. Practice essential computer literacy tasks and demonstrate proper use of computer hardware.
2. Prepare business documents using Microsoft Office Word, Excel, and PowerPoint.

Career Pathway Certificate: Basic Computer Literacy			
	FALL TERM	WINTER TERM	SPRING TERM
YEAR 1	CAS 133, 4 CR, Basic Computer Skills	CAS 170, 3 CR, Beginning Excel	CAS 121, 3 CR, Keyboarding Skillbuilding *
			CAS 216, 3 CR, Beginning Word
	4 Credit Total	3 Credit Total	6 Credit Total
			Total Credits: 13

CPC: Basic Computer Literacy	CR
CAS 121: Keyboard Skillbuilding * Sp	3
CAS 133: Basic Computer Skills/MS Office F	4
CAS 170: Beginning Excel W	3
CAS 216: Beginning Word Sp	3
Total	13
<i>* Or pass the Proficiency Exam (40 wpm) & apply for the credit</i>	
F = Fall; W = Winter; Sp = Spring; Su = Summer	

