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.

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

CPC: Basic Computer Literacy	CR
CAS 121: Keyboard * 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**
Or pass the Proficiency Exam (35 wpm) & apply for the credit	
F = Fall; W = Winter; Sp = Spring; Su = Summer	

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