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 Basic Computer Skills (4 CR)	CAS 170 Beginning Excel (3 CR)	CAS 216 Beginning Word * (3 CR)
		BA 131 Intro to Business Tech. (4 CR)	
	4 Credit Total	**7 Credit Total**	**3 Credit Total**
			Total Credits: 14

CPC: Basic Computer Literacy	CR
BA 131 Intro to Business Technology ^W	4
CAS 133: Basic Computer Skills/MS Office ^F	4
CAS 170: Beginning Excel ^W	3
CAS 216: Beginning Word * ^Sp	3
Total	**14**
^F = Fall; ^W = Winter; ^Sp = Spring; ^Su = Summer	