



Computer Literacy Certificate

2018–2019

DESCRIPTION:

The Computer Literacy certificate program prepares students for general PC application and hardware use. A strong focus is placed on the Microsoft Office Suite of applications, which is predominately used in most organizations for word processing, accounting, and inventory management. Courses are available in traditional and online formats. For more information, see csc.c.edu/computerscience.

ADMISSION REQUIREMENTS:

This is a non-selective, open-admission program.

ONGOING REQUIREMENTS:

Students have the option to test out of CSCI 1001 and 1101 for credit by receiving a 70% or higher score on all sections of the exams.

OPPORTUNITIES FOR GRADUATES:

Career:

Students who earn the Computer Literacy Certificate will be qualified for office associate positions or other administrative work using the Microsoft Office Suite. The certificate also prepares students for taking the Microsoft certifications exams for Office software expertise and general Windows knowledge.

Transfer:

These courses can apply to A.A.S. degree programs in Computer Science.

CERTIFICATE REQUIREMENTS (COMPUTER LITERACY CERTIFICATE):**FIRST SEMESTER**

Course	Term	Credits	Milestones/Progress Check
CSCI 1001 Computer Fundamentals	AU/SP/SU	2	
Semester Credits		2	

SECOND SEMESTER

Course	Term	Credits	Milestones/Progress Check
CSCI 1101 Computer Concepts and Applications	AU/SP/SU	3	
Semester Credits		3	

THIRD SEMESTER

Course	Term	Credits	Milestones/Progress Check
CSCI 1102 Intermediate Excel and Access	AU/SP/SU	3	
Semester Credits		3	
Total		8	

*AU: Autumn Semester/SP: Spring Semester/SU: Summer Semester
Requirements subject to change.*