

COMPUTER TECHNOLOGY

The Computer Technology Certificate curriculum is designed to prepare graduates for entry level employment with organizations that use computers to process, manage, and communicate information. Graduates should qualify for entry-level employment positions with businesses, educational systems and governmental agencies which rely on computer systems to manage information.

Course work focuses on preparing a student to communicate technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Progression is dependent on maintaining a C or better in all courses. The certificate in Computer Technology is awarded by the College upon completion of this program.

FALL	Class	Lab	Credits	Clock Hours
CI 101 MS Word 1	2	2	3	40
CI 103 MS Excel 1	2	2	3	40
CI 105 MS PowerPoint 1	2	2	3	40
CI 107 MS Access 1	2	2	3	40
CI 109 MS Outlook	2	2	3	40
Totals			15	200
SPRING				
CI 201 MS Word 2	2	2	3	40
CI 203 MS Excel 2	2	2	3	40
CI 205 MS PowerPoint 2	2	2	3	40
CI 207 MS Access 2	2	2	3	40
Totals			12	160
Totals for Program			27	360