FUNDAMENTAL COMPUTER CONCEPTS & SKILLS PROGRAM

Certificate of Completion

Program Code: 3P24414

This certificate program will prepare students to work in an entry-level office environment performing tasks such as basic data entry, word processing, research utilizing the Internet, and basic computer operation suitable for working in a business environment. Students completing this program would have the basic computer skills to be successful in an entry-level clerk or general office support position.

Code	Title	Hours
Core Courses		
CCTR 100	Business/Computer Skills Lab	36
COMP 100	Computers - Introduction	36
MS 104	Windows Operating Systems, Introduction	36
COMP 105	Discover the Internet	36
MS 160	Microsoft Office, Overview	36
MS 156	Computer Bytes	18
Total Hours		**198**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
COMP 100	36	MS 104	36
COMP 105	36	MS 160	36
CCTR 100	18	MS 156	18
		CCTR 100	18
	90		**108**

Total Hours 198

List of Courses

CCTR 100   **36-200 Hours**
Business/Computer Skills Lab
Enjoy free, flexible scheduling for a variety of courses: Office Keyboarding, Data Entry, 10-Key, Typing/Keyboarding for Speed and Accuracy, Windows XP, MS Office (Word, Excel, Access, Outlook, PowerPoint), Intro to Internet and World Wide Web, internet access and free email! *(Apportionment)*

COMP 100   **36 Hours**
Computers - Introduction
Designed for those who know nothing or very little about computers. Builds computer technology understanding, makes one a better consumer of computers and products, and explores operation systems, software and hardware. Provides foundation for other SCE computer classes. *(Apportionment)*

COMP 105   **36 Hours**
Discover the Internet
A hands-on overview of Internet concepts, Web browsing using Internet Explorer; email, newsgroups, FTP, netiquette, security issues, research, and more. Hands-on including on-line browsing. Recommended proficiency in: Introduction to Computers or equivalent. *(Apportionment)*

MS 104   **36 Hours**
Windows Operating Systems, Introduction
Learn the newest Windows operating system; includes desktop and file management, security, adding hardware and software, personalizing Windows, making connections and communicating with other people. *(Apportionment)*

MS 156   **18 Hours**
Computer Bytes
This course covers various topics for Microsoft Windows on how to buy or upgrade a computer, buy and use a digital camera, use a scanner, create a slide show, and set up a home wireless network safely. *(Apportionment)*

MS 160   **36 Hours**
Microsoft Office, Overview
Advisory: *Knowledge of Windows and keyboarding.*
Learn the basics of Word, Excel, PowerPoint and Access in one class. Topics include document formatting, working with graphics, basic formulas, queries and reports. This class serves as a foundation for other MS Office Courses. *(Apportionment)*