

COMPUTER INFORMATION COMPETENCY - CERTIFICATE OF COMPLETION

Plan Code: 6002

Students will develop proper typing technique and build speed and accuracy. Students will also learn the basics of hardware, Internet knowledge, word processing, spreadsheet, digital data presentations, and communications applications.

Program Student Learning Outcomes

- Comprehension and application of a broad range of computer and Internet concepts and effectively create word processing documents, workbooks, and digital presentations.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
COSA 601	Computer Information Competency	36
COSK 633	Computer Keyboarding Skills	36
Total Hours		72