

# COMPUTER INFORMATION COMPETENCY - CERTIFICATE OF COMPLETION

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**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
<b>REQUIRED COURSES</b>		
COSA 601	Computer Information Competency	36
COSK 633	Computer Keyboarding Skills	36
<b>Total Hours</b>		<b>72</b>