

LANSING COMMUNITY COLLEGE

CURRICULUM GUIDE

Computer Technology Basics
Certificate of Completion

Curriculum Code: 0844 (Effective Fall 2011 – Summer 2016)

This certificate provides the basic classes for many Computer Information Technology Associate in Business degrees. Students will learn introductory concepts of computer usage in business. This certificate can be completed entirely online.

PREREQUISITES

Students should see *Course Descriptions* or *Course Offerings* for course prerequisite information. See the *Assessment and Placement Testing* section for skills assessment and advising information.

INFORMATION

Contact the Computer Information Technologies Program, Gannon Building, Room 131, telephone number (517) 483-9612 (Website: www.lcc.edu/cit/foundations/) or Academic Advising Department, Gannon Building, Room 212, telephone number (517) 483-1904.

REQUIREMENTS

CODE	TITLE	TOTAL: 18 CREDITS CREDIT HOURS
CITF 108	Microsoft Windows	2
CITF 110	Intro Computer Info Systems	3
CITF 200	Info Sys Tech/Problem Solving	3
CITN 120	Introduction to Networking	3
CITP 110	Intro to Computer Programming	4
CITW 150	Internet Literacy	3

LIMITED CHOICE REQUIREMENTS

TOTAL: 3-4 CREDITS

Complete the indicated number of credits from **EACH CHOICE** listed below.

CHOICE 1: Writing

3 Credits

WRIT 121	Composition I	4
WRIT 124	Technical Writing	3
WRIT 127	Business Writing	3

MINIMUM TOTAL

21

NOTE:

1. Students must complete each CIT_ course with a minimum grade of 2.0 to receive this certificate of completion.

SUGGESTED COURSE SEQUENCE

Students should see course descriptions to find out when departments plan to offer courses. Students who for any reason are unable to follow the course sequence suggested below (for example, those who are part-time, have transferred in courses from another school, or have prerequisites to fulfill) should contact an academic advisor for help with adjustments.

I

CITF 108
CITF 110
CITP 110
Lim.Ch.

II

CITF 200
CITN 120
CITW 150
