

# LANSING COMMUNITY COLLEGE

## CURRICULUM GUIDE

Computer Readiness for the Workplace  
Certificate of Completion

Curriculum Code: 1038 (Effective Fall 2011 – Summer 2016)

This certificate is designed for individuals wishing to gain basic technology skills for entry-level positions in the workplace. Students will learn the basics of the Microsoft Windows operating system, Microsoft Office productivity tools, basic business communication skills, and employability skills.

### 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/](http://www.lcc.edu/cit/foundations/)) or Academic Advising Department, Gannon Building, Room 212, telephone number (517) 483-1904.

### REQUIREMENTS

| CODE     | TITLE                     | TOTAL: 16 CREDITS<br>CREDIT HOURS |
|----------|---------------------------|-----------------------------------|
| ADMN 103 | Beginning Keyboarding     | 2                                 |
| CITA 110 | Intro to Microsoft Office | 3                                 |
| CITA 119 | Microsoft Word            | 3                                 |
| CITF 103 | Internet Basics           | 2                                 |
| CITF 108 | Microsoft Windows         | 2                                 |
| SDEV 125 | Career Planning           | 2                                 |
| SDEV 135 | Tools for College Success | 2                                 |

### LIMITED CHOICE REQUIREMENTS

TOTAL: 4 CREDITS

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

#### CHOICE 1: Writing Communication

4 Credits

|          |                       |   |
|----------|-----------------------|---|
| WRIT 110 | Confidence in Writing | 4 |
| WRIT 117 | Writing Preparation   | 4 |
| WRIT 121 | Composition I         | 4 |

**MINIMUM TOTAL**

**20**

## 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        | II       | III      |
|----------|----------|----------|
| ADMN 103 | CITA 110 | CITA 119 |
| CITF 108 | CITF 103 | SDEV 125 |
| SDEV 135 | Lim.Ch.1 |          |