

Personal Computer Skills Level I Certificate (3518)

The objective of the Personal Computer Skills Certificate is to increase job performance and productivity of white-collar workers. Businesses are increasingly expecting employees to be computer-literate and to provide enhanced performance and productivity through their computer skills. Graduates of the certificate program would satisfy this criterion thus retaining their competitiveness in the current market. Assuming that the majority of students attracted to the program are already employed, this would assist them in retaining employment and/or advancing in the company with “skills upgrade.”

Students will gain specific proficiency in operating spreadsheet, presentation graphics, and database management software, as well as exposure to word processing and general computer theory. The focus is on microcomputer-based software tools, sometimes called “productivity software.”

First Semester – 6 Hours

ITSC	1301	Introduction to Computers	3
ITSC	1309	Integrated Software Applications I	3

Second Semester – 9 Hours

ITSW	1310	Introduction to Presentation Graphics Software	3
ITSW	2334	Advanced Spreadsheets	3
ITSW	2337*	Advanced Database	3

* Capstone Course

Total Hours **15**