

LANSING COMMUNITY COLLEGE

CURRICULUM GUIDE

Computer Technology Basics
Certificate of Completion

Curriculum Code: 0844 (Effective Fall 2017 – Summer 2022)

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. Students completing this certificate may use the credits towards the Computer Support Specialist, Associate in Business Degree (0713).

PREREQUISITES

Students should see [Course Descriptions](#) for course prerequisite information. See [Academic Assessment and Placement Testing for Student Success](#) for skills assessment and advising information.

INFORMATION

Contact the Computer Information Technologies Program, West Campus Building, Room M103, telephone number (517) 267-6406 (Website: www.lcc.edu/cit/foundations/) or Academic Advising Department, Gannon Building – StarZone, telephone number (517) 483-1904.

REQUIREMENTS

TOTAL: 18 CREDITS

CODE	TITLE	CREDIT HOURS
CITF 108	Microsoft Windows	2
CITF 110	Intro Computer Info Systems	3
CITF 140	Information Technology Ethics	3
CITN 120	Networking Concepts	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

3-4 Credits

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

MINIMUM TOTAL

21

NOTES:

1. Students must complete each CIT_ course with a minimum grade of 2.0 to receive this certificate of completion.
2. ENGL 121 was previously WRIT 121, ENGL 124 was previously WRIT 124, and ENGL 127 was previously WRIT 127.

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
CITF 108	CITF 140
CITF 110	CITN 120
CITP 110	CITW 150
Lim.Ch.	