

# LANSING COMMUNITY COLLEGE

## CURRICULUM GUIDE

Computer Technology Basics  
Certificate of Completion

Curriculum Code: 0844 (Effective Fall 2016 – Summer 2021)

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/](http://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**

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.

<b>I</b>	<b>II</b>
CITF 108	CITF 140
CITF 110	CITN 120
CITP 110	CITW 150
Lim.Ch.	