



## Northeast Campus Continuing Education Services

### “Computer Technology for the User” Certification Program

This program guides the student through completing a series of computer courses that lead to professional enrichment and a well-rounded technical skill set using a computer workstation. This is not a vendor or job specific certification, but TCC Continuing Education Services certifying the completion of a set of technology classes that will prepare the student for administrative office tasks using a computer.

The program includes three courses that teach computer concepts, starting with the basics and moving up to using and configuring the Windows operating system. The next course is an overview of Microsoft Office applications, the most popular office productivity application suite used in offices today. Finally, a keyboarding class builds typing speed and accuracy on the general keys. An optional next level keyboarding course can provide further skill building on the 10-key keypad. Students must meet the requirements for CEU’s in all of the required courses to receive the overall certification. Courses must be taken in order as each provides an increasing level of knowledge and expertise. The table below provides the course information for each of the courses in this certificate program.

TCC NE CES “Computer Technology for the User” Certificate			
Course Number	Course Name	Hours	Tuition
ITSC-1010	Computer Basics	16	\$ 104
ITSC-1012	Computer Concepts	16	\$ 104
ITSC-1006	Windows, Beginning	16	\$ 128
ITSC-1022	Computer Applications	16	\$ 104
POFT-1010	Computer Keyboarding (Self-paced)	20	\$ 83
<b>TOTALS</b>		<b>84</b>	<b>\$ 523</b>

**ITSC 1010: Computer Basics** – This course is designed for those who have had little or no experience with a computer. Emphasis on the basic understanding of the microcomputer. Topics include unpacking, setting up, and testing cable devices, copying diskettes, establishing back up procedures, using the operating system, formatting disks, building a directory tree, and building system commands. Textbook(s) required. 1.6 CEU’s. Tuition: \$104.00

**ITSC 1012: Computer Concepts** – If you have had some experience with a computer and know how to manipulate a mouse, this may be the course for you. A study of computer systems and their uses in today’s business communities. Textbook(s) required. Prerequisites: Computer Basics or mastery of objectives in ITSC 1010. 1.6 CEU’s. Tuition: \$104.00

**ITSC 1006: Windows, Beginning** – Introduces the student to Microsoft Windows software. Emphasis is on file management, program management, and accessory programs. Textbook(s) required. 1.5 CEU’s. Tuition: \$128.00

[NOTE: This course is also available as part of the Office Careers Program as a self-directed course; tuition \$90.00]

**ITSC 1022: Computer Applications** – An introduction to popular business productivity software applications. Learn how various popular applications work with your computer. Experience what your computer can do for you. Textbook required. Prerequisite: ITSC 1010, or ITSC 1012, or familiarity with Windows. 1.60 CEUs Tuition: \$104.00

**POFT 1010: OCP: Keyboarding I** – Introduction to basic keyboarding skills and knowledge; technique in basic machine operation; emphasis on touch typing for accuracy and speed. Textbook(s) required. 2.5 CEU’s. Tuition: \$83.00