

## Computer User Certificate (2402)

This certificate is designed to prepare students for employment in a variety of positions requiring fundamental computer knowledge and skills.

### Requirements

Course	Title	Credit Hours
Select one of the following:		
ITIS 1000	Basic Computer Skills	1-3
ITIS 1005	Computer Essentials	
ITIS 1007	Principles of Information Technology and Computer Science	
ITON 1070	Operating Systems: Skills and Techniques	1
Select course(s) from the Microsoft Office Electives list		2-3
<b>Total Credit Hours</b>		<b>4-7</b>

### Electives

Course	Title	Credit Hours
<b>Microsoft Office Electives</b>		
ITIS 1510	Microsoft Office Word: Skills and Techniques	3
ITIS 1520	Microsoft Office Excel: Skills and Techniques	3
ITIS 1530	Microsoft Office Access: Skills and Techniques	3
ITIS 1540	Microsoft Office PowerPoint: Skills and Techniques	2
ITIS 1550	Using Microsoft Office: Word and Excel	3