APPLIED TECHNOLOGY (APT)

APT-103: Ic3 Gs5 Certification: Internet and Computing Core Certification (3 Credits)
This course prepares students to sit for the IC3 computer literacy exam and introduces them to computer technology and concepts. The course maps to the IC3 standards and is organized into three key components: Computing Fundamentals, Key Applications, and Living Online. It provides thorough instruction on the various uses of the computer, important accessories, networking principles and covers key applications such as word processing, spreadsheets, and presentation applications. In addition, Internet and Computing Core Certification covers e-mail and Internet principles such as managing e-mail and contacts, searching for a topic online, and how computers affect everyday life. Class laboratory sessions help students review material and reinforce important topics covered in classroom lectures and allow students to demonstrate their knowledge of the material.
Course Fee: $35.00

APT-304: Microsoft Certified Application Specialist (3 Credits)
The Microsoft Certification Class provides a time-tested, integrated approach to learning using task-based, results-oriented learning strategies, exercises based on realistic business scenarios, complete preparation for Microsoft Office Specialist (MOS) certification, comprehensive coverage of skills from the basic to the expert level, and a review of core-level skills provided in expert-level guides. Junior or senior academic standing is required.
Course Fee: $75.00