



# LEARN BY TERM

## **CERTIFICATE COMPUTER & INFORMATION TECHNOLOGIES COMPUTER TECH BASIC**

### **Program Description**

The Computer Tech Basic Certificate offers students the opportunity to earn a credential demonstrating basic competency in the area of computer information technology. The certificate consists of a natural progression of classes that are required for the Associate in Applied Science degree in Computer & Information Technologies. It gives those who are unable, or do not need, to complete a degree a way of demonstrating their level of computer proficiency. The Computer Tech Basic Certificate prepares students for the CompTIA A+ and Net+ certification exams which are recognized by the computer industry around the world.

### **List of Colleges**

[Ashland Community & Technical College](#), [Big Sandy Community & Technical College](#), [Bowling Green Technical, College](#), [Bluegrass Community & Technical College](#), [Elizabethtown Community & Technical College](#), [Gateway Community & Technical College](#), [Hopkinsville Community College](#), [Hazard Community & Technical College](#), [Jefferson Community & Technical College](#), [Madisonville Community College](#), [Maysville Community & Technical College](#), [Owensboro Community & Technical College](#), [Southeast Kentucky Community & Technical College](#), [Somerset Community College](#), [West Kentucky Community & Technical College](#) offer this certificate.

One of these colleges must be designated as your Home College. Even though the classes will be delivered by different KCTCS colleges, the Home College will admit you and take care of all of your student service needs including advising, library services, billing, financial aid, etc.

## **Getting Started**

Students may register for KCTCS online classes offered system wide directly at any KCTCS college. Individuals may also complete a “course inquiry” submit form through [www.kyvc.org](http://www.kyvc.org). KYVC course inquiries are submitted directly to the KCTCS Home College identified by the student. The student’s chosen Home College processes the course inquiry either through formal admission procedures or class enrollment. Additional information about KCTCS admission requirements and college contacts may be accessed at <http://www.kctcs.edu/en/Students/LearnByTerm.aspx>.

## **Certificate: Computer Tech Basic**

Upon completion of this program, the graduate can:

1. Install, use, and maintain systems software and applications software.
2. Analyze and implement simple applications.
3. Resolve technical questions using existing documentation.
4. Write end-user documentation using technical resources.
5. Employ basic diagnostic tools to identify and solve hardware and software problems.
6. Utilize logical, mathematical, and analytical skills to facilitate problem solving.
7. Discuss ethical and legal issues in computing such as privacy, corporate property, copyright, and security of software, hardware, and information.
8. Use and use network applications.

## Course Requirements

Here is a listing of the classes involved in this certificate. There may be additional courses that meet these requirements. Please check the current course catalog and online class schedule for additional information and offerings. The entire Associate in Applied Science degree may be completed online; however, some faculty may require proctored exams. Approved proctored sites are listed at <http://www.kctcs.edu/en/Students/LearnByTerm.aspx> under student services.

## Computer Tech Basic Certificate

<b><u>Program Title:</u> Computer Tech Basic</b>			
<b><u>Course</u></b>	<b><u>Course</u></b>	<b><u>Course Title</u></b>	<b><u>Credit Hours</u></b>
<b><u>Prefix</u></b>	<b><u>Number</u></b>		<b><u>Credit Hours</u></b>
CIT	105	Introduction to Computing	3
CIT	111	Hardware and Software Systems Concepts	4
		Level I Network Course	4
		<b>TOTAL</b>	<b>11</b>

## Helpful Links

APPLICATION: [http://www.kctcs.edu/students/admissions/apply\\_online.aspx](http://www.kctcs.edu/students/admissions/apply_online.aspx)

CALENDAR: <http://www.kctcs.edu/Students/LearnByTerm/Calendar.aspx>

CONTACTS: [http://www.kctcs.edu/Students/LearnByTerm/Learn\\_By\\_Term\\_Advisors/College\\_Contacts.aspx](http://www.kctcs.edu/Students/LearnByTerm/Learn_By_Term_Advisors/College_Contacts.aspx)

COURSES: [http://www.kctcs.edu/Students/LearnByTerm/Online\\_Courses.aspx](http://www.kctcs.edu/Students/LearnByTerm/Online_Courses.aspx)

FINANCIAL AID: [http://www.kctcs.edu/Students/Costs\\_and\\_Financial\\_Aid.aspx](http://www.kctcs.edu/Students/Costs_and_Financial_Aid.aspx)

GETTING STARTED: [http://www.kctcs.edu/Students/LearnByTerm/Getting\\_Started.aspx](http://www.kctcs.edu/Students/LearnByTerm/Getting_Started.aspx)

STUDENT TUTORIAL: <http://www.kctcs.edu/Students/LearnByTerm/Tutorials.aspx>

KCTCS COURSES AVAILABLE AT KYVC: <http://kyvc.org/>

## Dates of Actions:

**Revisions:** December 2008, October 2010, August 2011, December 2011, April 2012

