

# OFFICE COMPUTER APPLICATIONS ESSENTIAL (BILINGUAL), CERTIFICATE OF COMPLETION (NONCREDIT)

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## Requirements

Code	Title	Units
COMP NC001	Typing Keyboarding (Bilingual)	0
COMP NC002	Introduction to Computer (Bilingual)	0
COMP NC004	Introduction to the Internet and E-Mail (Bilingual)	0
COMP NC005	Microsoft Word Fundamentals (Bilingual)	0
COMP NC010	Computer Skills Lab (Bilingual)	0

## Learning Outcomes

1. Create and edit a Microsoft Word documents.
2. Increase typing speed and improve accuracy.
3. Demonstrate understanding of the proper use of email, internet navigation and security.
4. Demonstrate the ability to create office related documents.