

COMPUTER BASIC SKILLS, LEVEL 2, CERTIFICATE OF COMPLETION

Requirements

The Computer Basic Skills, Level 2 Certificate of Completion prepares students for entry-level office clerk jobs, such as counter clerks or receptionists, which have an employment potential in Santa Barbara County and California; in addition, a basic knowledge Microsoft Windows environment, MS Word and MS Excel will help students in their academic progression as well as their professional advancement. The program comprises of three required courses: Word Basics for Beginners, Excel Basics for Beginners and Introduction to Windows.

| Code | Title | Units |
|------------|-------------------------------|-------|
| CMPW NC050 | MS Word Basics for Beginners | 0 |
| CMPW NC062 | MS Excel Basics for Beginners | 0 |
| CMPW NC024 | Introduction to Windows | 0 |

Learning Outcomes

1. Navigate the Windows environment
2. Create and save files in Word and Excel
3. Retrieve, and edit existing files in Word and Excel
4. Copy, cut and paste text and files