FUNDAMENTAL COMPUTER SKILLS (BILINGUAL), CERTIFICATE OF COMPLETION

Requirements

Fundamental Computer Skills (Bilingual) Certificate of completion provides the basis for entry-level office jobs, college training and career advancement. The program consists of four required courses: Typing/Keyboarding (Bilingual), Introduction to Computers (Bilingual), Introduction to Windows Operating Systems (Bilingual) and Computer Skills (Bilingual). Post-program participation students will be able to perform clerical work tasks such as file management, understand the use of key software applications, and text formatting.   Upon completion students will be prepared for more advanced college courses and for job advancement.

This program and courses are open to all students.

There are no prerequisite requirements for this program, and courses are open to all students.

Code	Title	Units
CMPW NC001	Typing-Keyboarding (Bilingual)	0
CMPW NC002	Introduction to Computers (Bilingual)	0
CMPW NC003	Introduction to Windows Operating Systems (Bilingual)	0
CMPW NC010	Computer/Skills (Bilingual)	0

Learning Outcomes

1.Identify the hardware components of a computer system, and navigate the Windows interface.
2.Use file management tools to navigate, locate, organize and work with files and folders.
3.Use file management tools to navigate, locate, organize and work with files and folders.
4.Identify functions and uses of Microsoft Office applications and other software applications.