

# COMPUTER LITERACY I, CERTIFICATE OF COMPLETION

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**Banner Code:** 2\_NCH\_CBA1

**Control Number:** 43201

**Not Financial Aid Eligible**

This Computer Literacy I Certificate of Completion is designed to provide computer and software application basics for learners with little or no computer experience. Students will attain an understanding of computer literacy by using a computer, keyboard, Windows, and skills in software applications to obtain, sustain, and advance employment opportunities, or transition to Computer Literacy II Certificate of Completion, or other college-level credit course work.

## Program Level Learning Outcome

Upon completion of this program, students will be able to:

1. Use a keyboard to key letters and numbers to type documents and business letters.
2. Operate a computer to maintain, protect, and save data files.
3. Utilize software applications to create, edit, and save various documents, spreadsheets, and presentations.

**Potential careers students may enter upon completion are as follows:**

- General office
- Clerical
- Receptionist
- Data entry

Review Graduation Requirements (<https://catalog.cccd.edu/golden-west/graduation-requirements/certificates/#noncredittext>).

Course	Title	Hours
<b>Required Courses</b>		
CBA G010N	Introduction to Computers and Windows	27
CBA G011N	Introduction to Keyboarding	27
CBA G012N	Introduction to Microsoft Office Suite	27
<b>Total Hours</b>		<b>81</b>