COMPUTER LITERACY I, CERTIFICATE OF COMPLETION

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
Required Courses		
CBA G010N	Introduction to Computers and Windows	27
CBA G011N	Introduction to Keyboarding	27
CBA G012N	Introduction to Microsoft Office Suite	27
Total Hours		**81**