

COMPUTER LITERACY II, CERTIFICATE OF COMPLETION

Banner Code: 2_NCH_CBA2

Control Number: 43672

Not Financial Aid Eligible

This Computer Literacy II Certificate of Completion is designed to provide additional software application skills and internet browsing and safety practices for learners with basic skills from Computer Literacy I. Students will attain additional software application skills and best practices to search the internet in a safe manner to obtain, sustain, advance employment opportunities, or transition to other college-level credit course work.

Program Level Learning Outcomes

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

1. Compose a multipage document that includes text, graphics, headers and footers, and a bulleted or numbered list.
2. Create a one page document that includes at least five formatting features.
3. Define terms and icons related to the internet and web browsers.
4. Demonstrate a basic internet search using different search engines.
5. List tasks that can be performed on the internet.
6. Identify ways to browse the internet safely.
7. Create a spreadsheet or presentation with data, calculations, or text and images to inform.

Potential careers students may enter upon completion are as follows:

- Office assistant
- Administrative assistant

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

Course	Title	Hours
Required Courses		
CBA G013N	Microsoft Word Basics	18
CBA G014N	Internet Basics	18
CBA G015N	Microsoft Excel Basics	18
CBA G016N	Microsoft PowerPoint Basics	18
Total Hours		36