

COMPUTER BASICS, CERTIFICATE OF COMPLETION

Course	Title	Units
CHT A001N	Computer Basics - An Introduction	27
CHT A002N	Computer Basics - Navigating the Internet	27
Total Units		54

Not Financial Aid Eligible
Banner Code: 1_NCH_COMP
Control Number: 39639

This Certificate of Completion is a noncredit program designed to build a foundation in basic computer and Internet usage for any learner with little or no computer experience. Students will develop an understanding and competency in basic computer usage, terminology and navigating the internet to obtain, sustain, advance employment opportunities, transition to the Business Information Worker Certificate or other college-level credit course work. Students who successfully complete CHT A001N and CHT A002N will receive a Certificate of Completion.

Program Outcomes

Students will demonstrate how to operate a computer and perform basic tasks in a Windows environment, identify components of a computer and develop a basic Word document.

Students will demonstrate how to navigate and conduct a basic search on the internet using safety precautions and various web browser and online tools.

Certificate Requirements

Orange Coast College offers two types of certificate awards in career programs designed to prepare the graduate to enter a particular field of employment. At least 3 units in an advanced course from the certificate must be completed at OCC.

1. **Certificate of Achievement** - 8 units or more in a state-approved program. Certificates of Achievement are not automatically awarded. A petition must be filed in Enrollment Services or online at the beginning of the semester in which the student will be completing his or her final requirements. The petitioning periods are listed in the Graduation Requirements (<https://catalog.cccd.edu/orange-coast/graduation-requirements/>) section of this catalog.
2. **Certificate of Specialization** - 16 units or less in a locally approved program. Certificates of Specialization are not automatically awarded, not printed on official academic transcripts, and there is no acknowledgment of completion given at graduation. Please contact the division for details regarding the submission of petitions as procedures for each division vary. Most division offices prefer that students complete all of the required courses and then provide a copy of the transcript while some divisions allow petitions for Certificates of Specialization before finishing.

Minimum Grade Requirement

In order to be awarded a certificate, students are required to obtain a grade of "C" or better in all program-required courses. Grades of "CR" or "P" will be accepted whereas "CR" or "P" meets the equivalency of a "C" or better. A list of certificate programs can be found in the Programs A-Z (<https://catalog.cccd.edu/orange-coast/programs-study/>) section of this catalog. Check with a counselor to determine the requirements for completion.