

COMPUTER BASICS, CERTIFICATE OF COMPLETION

Banner Code: 1_NCH_COMP

Control Number: 39639

Not Financial Aid Eligible

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

1. 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.
2. 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 of Completion

A certificate leading to improved employability or job opportunities.

For more information regarding noncredit, please visit <https://orangeoastcollege.edu/academics/adult-education/index.html> (<https://orangeoastcollege.edu/academics/adult-education/>)

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