

BASIC COMPUTER CONCEPTS CERTIFICATE GUIDE

PROGRAM GOAL

To develop basic competency skills using applications such as Microsoft Windows, e-mail, searching the Internet, and proper keyboarding techniques.

PROGRAM ADVISORY

Completion of noncredit ESL levels 5/6 or placement in ESL levels 7/8

LEARNING OUTCOMES

Upon completion of this certificate students will:

- Keyboard a minimum of 20+ net words a minute.
- Use technology as a tool to complete essential business tasks.
- Use standard Internet and emailing practices.

EXIT REQUIREMENTS

Successful completion of all courses with a passing grade of C or better; 20+ wpm net; minimum attendance of 80% in all classes is required.

BASIC COMPUTER CONCEPTS (TOTAL HOURS 135)

COURSE	COURSE TITLE	HRS	SEMESTER	M T W R F S	TIME	START DATE	END DATE
BOSS 5500	Keyboarding for Computers	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
COMP 9905	Intro to Windows for MS Office Apps	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
COMP 9921	The Internet & Social Customer Service	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			