

# BASIC COMPUTER CONCEPTS NONCREDIT CERTIFICATE

## 135 HOURS Tuition Free

**Program Goal.** To develop basic competency skills using applications such as Microsoft Windows, email, searching the Internet and proper keyboarding techniques.

### Learning Outcomes:

- 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

**Advisory Entrance Requirements:** ESL 5/6 or placement in ESL levels 7/8

### Exit Requirements:

The minimum time for completion of this certificate is 1 semester. Completion time will vary based on student preparation and number of classes completed per semester.

***135 Hours Available for Courses Required for the Computer Accounting Specialist Certificate - Fall 2016!***

X	CORE FALL 2016	CHINATOWN	CIVIC CENTER	DOWNTOWN	JOHN ADAMS	MISSION	HRS
	BOSS 5500 Keyboarding for Computers	81346 & 82958	82956 & 82957	82264 & 82769	82876	82766	45
	COMP 9905 Intro. to Windows for MS		82979	80234	80235	82124 & 81649	45
	COMP 9921 The Internet & Social Cust. Service			80234	82876	82766	45

#### About Keyboarding

“The reasons typing skills and learning typing are important are clear. Typing skills allow us to better cope with a technological world based on text communication. They open up new opportunities for careers and income-earning potential, and they provide important opportunities for socialization and interaction with others.”

#### About Computer Literacy

“The highest goal of a computer-literate person is to be able to learn and use new computer applications without large amounts of help. Computer literacy gives people an edge in both their careers and education. Using the mouse, managing various windows, alternating between the use of keyboard and mouse, minimizing windows, opening and closing files, etc can be daunting tasks to one who has never used a computer before.”

#### About the World Wide Web

“Traditional information research tools and sources found in library media centers have been supplemented by the information available on the Internet. In some cases, students at almost all instructional levels from elementary schools to universities are doing all of the information access portion of their research projects and papers on the Internet. The Internet in general, and the World Wide Web in specifically, offer easy access to almost unlimited information. A growing number of students have access to this incredible resource from their homes while others use it in school libraries and classrooms.”