COMPUTER SKILLS – CERTIFICATE OF COMPLETION

The Computer Skills program provides students with the essential skills and workforce preparation needed for careers in office administration. The curriculum also prepares students for a pathway to credit business programs. Students gain knowledge in learning MS Office applications, such as WORD, Excel and Keyboarding.

A Certificate of Completion is awarded upon completion of all required courses.

Total Hours: 126-171

Program Outcomes

- Use Windows software applets effectively.
- Create, format, save, print and organize documents using files folders.
- Prepare, edit and print and format workbooks.
- Demonstrate proper keyboarding techniques using the touch method.

Required Courses

Code	Title	Units
BUSN 2601A	COMPUTER KEYBOARDING A	0
BUSN 7301	MICROSOFT WINDOWS AND DIGITAL SKILLS	0
BUSN 7302	MICROSOFT WORD ESSENTIALS FOR THE WORKPLACE	0
BUSN 7303	MICROSOFT EXCEL ESSENTIALS FOR THE WORKPLACE	0