

COMPUTER KEYBOARDING – BILINGUAL – CERTIFICATE OF COMPLETION

The Computer Keyboarding-Bilingual 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 correct fingering, speed, accuracy, editing, proofreading and formatting skills.

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

Program Outcomes

- Use Microsoft Windows to organize, retrieve and manipulate digital data stored on a computer.
- Demonstrate proper keyboarding techniques using the touch method.
- Develop more touch-typing speed (35-45 wpm) and accuracy.

Required Courses

Code	Title	Units
BUSN 7310		0
BUSN 2611A		0
BUSN 2611B		0