COMPUTER KEYBOARDING – CERTIFICATE OF COMPLETION

The Computer Keyboarding program provides students with the essential skills and workforce preparation needed for careers in office administration. The curriculum also prepares students for a pathways to a 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 touch-typing speed (35-45 wpm) and accuracy.

Required Courses

Code	Title	Units
BUSN 2601A	COMPUTER KEYBOARDING A	0
BUSN 2601B	COMPUTER KEYBOARDING B	0
BUSN 7301	MICROSOFT WINDOWS AND DIGITAL SKILLS	0