

COMPUTER BASIC SKILLS, LEVEL 1, CERTIFICATE OF COMPLETION

Requirements

The Basic Computer Skills, Level 1 Certificate of Completion prepares students for entry-level office clerk jobs, such as counter clerks or receptionists, which have an employment potential in Santa Barbara County and California; in addition, a basic knowledge of the Computer functions and Microsoft Windows environment will help students in their academic progression as well as their professional advancement. The program comprises of three required courses: Computer for Beginners and Windows Basics and Email for Beginners; one elective chosen from: Learn to Type, Computer Keyboard & Mouse Basics, Tips and Tricks.

Code	Title	Units
Requirements		
CMPW NC022	Computers for Beginners	0
CMPW NC041	Email for Beginners	0
CMPW NC023	Windows Basics	0
Choose one of the following Electives		
CMPW NC021	Learn to Type	0
or CMPW NC020	Computer Keyboard and Mouse Basics and Tips	

Learning Outcomes

1. Properly turn on and off a Computer
2. Use a mouse and keyboard properly
3. Navigate the Windows Computer interface
4. Send, receive and reply to emails
5. Search the internet