

OFFICE COMPUTER APPLICATIONS ESSENTIAL (BILINGUAL), CERTIFICATE OF COMPLETION

Requirements

This certificate of completion provides students with necessary skills required to perform office and administrative support jobs. The series of courses helps prepare students for employment, more advanced college courses, and career advancement.

The program encompasses courses such as Microsoft Word Fundamentals (Bilingual), Typing/Keyboarding (Bilingual), Microsoft Excel Fundamentals (Bilingual), Microsoft PowerPoint Fundamentals (Bilingual), Microsoft Publisher Fundamentals (Bilingual), and Computer Skills (Bilingual). This program and courses are open to all students.

Code	Title	Units
CMPW NC001	Typing-Keyboarding (Bilingual)	0
CMPW NC002	Introduction to Computers (Bilingual)	0
CMPW NC004	Introduction to the Internet and Email (Bilingual)	0
CMPW NC005	Microsoft Word Fundamentals (Bilingual)	0
CMPW NC010	Computer/Skills (Bilingual)	0

Learning Outcomes

1. Create, edit, save, retrieve, and print documents in Microsoft Word
2. Use correct finger placement, demonstrate appropriate ergonomic habits, increase typing speed and improve typing accuracy.
3. Use the web to find information, communicate via email and describe security threats and countermeasures on the Internet.
4. Identify functions and uses of Microsoft Office applications and other computer software.
5. Identify the hardware components of a computer system.
6. Organize and work with files and folders.