

PROGRAMS

BEGINNING COMPUTER SKILLS (NONCREDIT) - CERTIFICATE

Beginning Computer Skills (Noncredit) - Certificate

This noncredit CDCP program teaches students basic computer skills needed for today's workforce. This includes touch keyboarding, searching the Internet, using application software and sending emails.

[SEARCH CURRENT CLASS SCHEDULE](#) Please note not all classes are offered each semester.

Program Learning Outcomes:

- Students will use touch keyboarding, students will use application software and the Internet to search a subject, create a document, and send an email. To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Core Curriculum Courses (Required):

Code	Class	Units
CAP 100	Learning the Keyboard Noncredit (NONCREDIT)	0.0
CAP 101	Computers Simplified for Beginning Learners Noncredit (NONCREDIT)	0.0

Units Required

	Units
Total Required Units	0.0
Total Required Hours	72

Career/Transfer Opportunities:

The ability to write accurate sentences and paragraphs is required in order to place into the credit English program, to successfully complete college-level coursework, to improve employment skills, and/or to reach personal goals.

*Federal Financial aid may not apply to this certificate program. Consult financial aid office for more information