

BEGINNING COMPUTER SKILLS

missioncollege.edu/depts/computer-applications

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Beginning Computer Skills: Certificate of Completion (CC) (Noncredit)

Using touch keyboarding, students will use application software and the Internet to search a subject, create a document, and send an email.

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.

Career/Transfer Opportunities:

Students who complete this program will be able to carry out simple computer operations required of many entry-level jobs in business and technology.

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

Core Requirements:

Complete all of the following

		Required Hours
CAP 100	Learning the Keyboard	54.0
CAP 101	Computers Simplified for Beginning Learners	18.0

Total Required Hours: 72.0

