BASIC COMPUTER SKILLS CERTIFICATE OF COMPETENCY

This certificate will help prepare students to take credit courses in Computer Science and required for the Business Information Worker I Certificate of Completion. Students will gain keyboarding skills and a solid understanding of basic computer technology, file management, operation systems, effective Internet use and emailing.

Required Courses:		Hours
CSC 520	Beginning Computer Skills I	85
CSC 526	Beginning Computer Skills II	85

Total hours required for Certificate   **170**

Program Level Student Learning Outcomes:
1. Define computer terminology and explain computer concepts.
2. Touch type on a computer keyboard with a goal of 35 WPM with less than 5 errors.
3. Demonstrate efficient digital file management, both local and cloud-based.
4. Search and navigate the Internet using advanced search techniques and evaluate information found in the Internet for reliability and accuracy.
5. Send, receive and organize email communications.
6. Describe the techniques to increase security and safety when using the computers and the Internet.