

## Beginning Computer Skills

**Award Type:** Certificate of Completion

Digital literacy is no longer optional. Many entry-level jobs require basic computer skills. This requirement is not limited to careers in business, but is found across many industries. Just searching for and applying for jobs often requires some computer literacy. The Beginning Computer Skills Certificate will introduce the student to the basics of using a computer, email, Windows operating system, working with files, word processing, spreadsheets, presentations, and navigating the Internet. Job opportunities include, but are not limited to, the following: office clerk, customer service representative, sales associate, order clerk, hotel/motel desk clerk, and/or receptionist.

**The graduate of the Certificate of Completion in Beginning Computer Skills will:**

- Identify what to look for when buying a computer.
- Be introduced to the features of Microsoft Office products including Microsoft Word, basic email skills (using Outlook), Excel, and PowerPoint.
- Customize the desktop, organize files, transfer files and photos from one device to another, perform basic photo editing, use OneDrive services, use Windows Apps, such as weather, snipping tool, and more.
- Learn the basics of using a computer with the Windows operating system, computer terminology, and navigating the Internet.

### Program Requirements

**A total of 124 - 148 hours is required for the certificate. Required Courses**

Course Number	Course Title	Units
VOCE 7100	Computers and You: Level 1	28.0 - 36.0 hours
VOCE 7101	Computers and You: Level 2	28.0 - 36.0 hours
VOCE 7108	Computer Skills Lab	8.0 - 102.0 hours
VOCE 7109	Microsoft Windows	14.0 - 18.0 hours

**Plus one of the following courses:**

Course Number	Course Title	Units
VOCE 7103	Introduction to the Internet	14.0 - 18.0 hours
	or	
VOCE 7110	Social Media	14.0 - 18.0 hours
	or	
VOCE 7111	Email	14.0 - 18.0 hours