



DIVISION OF BUSINESS

# COMPUTERS FUNDAMENTALS

NONCREDIT CERTIFICATE OF COMPLETION

The Computer Fundamentals Noncredit Certificate of Completion prepares students for effective use of the personal computer for essential household, educational, and business related tasks. Students gain basic knowledge of computer hardware/software, files management, and IT literacy. Key competencies include the following: accessing and safely navigating the Internet, creating and managing a personal email account, keyboarding conventions, and producing basic word processing documents (including professional resumes)

To acquire the **Noncredit Certificate of Completion in Computers Fundamentals**, student must complete the required courses below with a grade of "P" for passing:

Required Courses		Units	N	IP	C
<b>NBIZ 001</b>	Introductions to Computers	0			
<b>NBIZ 002</b>	Keyboarding and Word Processing	0			
<b>Total major units needed for Certificate of Completion</b>		<b>0</b>			
Units Completed		0			
*Prerequisite/Corequisite					

**Note:** These courses do not provide any credits toward a credit certificate or associate degree.