RÍO HONDO COLLEGE

DIVISION OF BUSINESS

INFORMATION TECHNOLOGY FOUNDATIONS

NONCREDIT CERTIFICATE OF COMPLETION

The noncredit computer courses are designed for students who want to learn or enhance their computer abilities. These courses provide instruction on Microsoft Applications such as MS Word, Excel, PowerPoint, Access, and Outlook. Our gentle, easy approach will guide beginner and intermediate computer learners in the efficient use of computer applications for a variety of personal and work-related tasks.

To acquire the **Certificate of Completion in Information Technology Foundations**, student must complete the required courses below with a grade of "P" for passing:

Required Courses	Units	N	IP	C
NBIZ 007 Introduction to Information Systems	**0**			
NBIZ 008 Information Systems in Business	**0**			
Total major units needed for Certificate of Completion	**0**			
Units Completed	**0**			
*Prerequisite/Corequisite				

<u>Note</u>: These courses do not provide any credits toward a credit certificate or associate degree.