

Basic Computer Skills Credential

This credential would be awarded when the client had completed the following three courses:

Keyboarding for Computer Usage
Introduction to Microcomputer Software
Survey of Internet Services

Many local companies are hiring “customer service” positions that require a basic knowledge of computer usage in a “Windows environment” and Internet use. The combination of these courses would meet this criterion for clients that do not have computer experience.

These are already approved courses at:

- ❖ Local Community Colleges (with passing grade of C in each course)