



Adult Education: Basic Computer Operations

The Basic Computer Operations Certificate is a series of classes to help you find a new job or advance in your current one. Throughout the courses, you will develop skills from learning different parts of the computer, to managing email features, and basic Excel and Google Drive skills.



REQUIRED CORE COURSES: You MUST complete all three of these courses!

ADLTED 761.1: Computers - Level 1

Using the keyboard and mouse; browsing the internet; creating an email account.

- 18-hour total course

- Completed
- In Progress **Required to attend at least 15 hours*
- Needed

ADLTED 761.2: Computers - Level 2

Creating/editing email contacts; creating events/ invitations; and formatting texts of paragraphs.

- 18-hour total course

- Completed **Required to attend at least 15 hours*
- In Progress
- Needed

ADLTED 761.3: Computers - Level 3

Creating email folders; using complex word processing operations; and basic Excel.

- 18-hour total course

- Completed
- In Progress **Required to attend at least 15 hours*
- Needed

REQUIRED ELECTIVE COURSES: You MUST complete at least one of these courses!

ADLTED 764: Student Information Systems

Using a school district's programs, website, and student info systems.

- 6-hour total course

- Completed
- In Progress **Required to attend the 6 hours*
- Needed

ADLTED 765.1: Basic Keyboarding, Part 1

Introduction/reinforcement of touch typing skills for word-processing.

- 16-hour total course

- Completed
- In Progress **Required to attend at least 14 hours*
- Needed

Once you have completed all required courses set up an appointment with Adult Education Outreach Specialist to submit the paperwork for the certificate.

NON-DISCRIMINATION POLICY
The Sonoma County Junior College District does not discriminate on the basis of race, religious creed, color, national origin, ancestry, ethnic group identification, physical disability, mental disability, medical condition, genetic condition, marital status, sex, gender, gender identity, gender expression, genetic information or sexual orientation in any of its policies, procedures or practices; nor does the District discriminate against any employees or applicants for employment on the basis of their age. This non-discrimination policy covers admission, access and treatment in District programs and activities--including but not limited to academic admissions, financial aid, educational services and athletics--and application for District employment. The Sonoma County Junior College District is an equal opportunity employer.



www.socoadulted.org

707.521.7829

contact@socoadulted.org

705 Elliott Avenue, Santa Rosa, CA 95401

