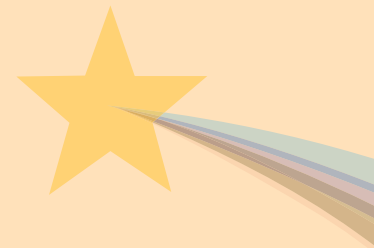




BASIC WORD PROCESSING

Whether you are working in an entry-level office job or a high-level administrative position, word processing is a crucial skill. This certificate program teaches you to type

correspondence, reports, forms, and other business communications quickly and accurately from a rough draft, a corrected copy, or a voice recording.



COURSES REQUIRED

COURSE NUMBER	COURSE TITLE	UNITS
CAOT 003	Computer Keyboarding III	3
CAOT 084	Microcomputer Office Applications: Word Processing	3
CAOT 079	Word Processing Applications	3
TOTAL UNITS		9

Students need to meet the ESL or English 28/31 requirement