



WORD INFORMATION PROCESSOR

Certificate



Employment opportunities for word processing personnel will continue to grow in the next few years. Students who pursue this certificate program will gain a basic knowledge and understanding of ideas related to and applied in a modern office environment or word processing center.

	UNITS
CAOT 3** Computer Keyboarding III	3
CAOT 7* Machine Transcription	3
CAOT 31 Business English	3
CAOT 33 Records Management	2
CAOT 34 Business Terminology.....	2
CAOT 35 Concepts in Information Systems.....	3
CAOT 39** Word Processing:& Operations (Microsoft Word).....	3
CAOT41** Office Methods OR	
CAOT 941 Cooperative Education	4
CAOT 82** Microcomputer Software Survey in the Office.....	3
CAOT 85** Microcomputer Office Applications: Spreadsheet (Excel for Windows).....	3
CAOT 92** Computer Windows Applications.....	2
CAOT 97** Intro. to the Internet for Computer Applications and Office Technologies....	3
Total.....	34

*This course has a prerequisite.

**This course has an advisory.

34 Units

Computer Applications & Office Technologies
Technology Building E7 - Fourth Floor
For more information, call 323-265-8954
