

Los Angeles Southwest College

CAOT: Word Processor

Program Level - Undergraduate certificate

Program Length - 36 weeks

COST

- Q. How much will this program cost me?***
- A. Tuition and fees: \$820**
Books and supplies: \$1,710
On-campus room & board: *not offered*

What other costs are there for this program?¹

For further program cost information, visit
<http://www.lasc.edu/students/fees/tuitionandfees.html>

* The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING

- Q. What financing options are available to help me pay for this program?**
- A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:**
- Federal loans: ***
Private education loans: *
Institutional financing plan: *

* There were fewer than 10 graduates in this program. Median amounts are withheld to preserve the confidentiality of graduates.

SUCCESS

- Q. How long will it take me to complete this program?**
- A. The program is designed to take 36 weeks to complete. Of those that completed the program in 2014-2015, *% finished in 36 weeks.**

* Fewer than 10 students completed this program in 2014-15. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

- Q. What are my chances of getting a job when I graduate?**
- A. The job placement rate for students who completed this program is *%.**

* This institution is not currently required to calculate a job placement rate for program completers.

For more information on jobs related to this program. ³

¹ For additional information related to this program and/or the information provided above. ²

¹ Other costs for this program

Parking Permit: \$40

² Additional information related to this program and/or the information provided above

This certificate program is designed to prepare students in a relatively short time with skills needed for employment as entry-level word processors.

Upon completion of this program, students should be able to:

- 1) Typing at a minimum of 40 words per minute, write a business letter using standard business format including 7 elements.
- 2) Create a newsletter and develop/demonstrate a PowerPoint presentation.

³ More information on jobs related to this program

Word Processors and Typists

<http://online.onetcenter.org/link/summary/43-9022.00>