



Certificate of Achievement

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY: MICROSOFT WORD



WHAT IS MICROSOFT WORD

This course teaches how to use word processing software. Students will learn the basics of creating and formatting documents in Word, and how to use the most popular tools that Microsoft makes available.

Contact Business Department: 323-241-5387



What You'll Do

- Type a minimum of 40 words per minute.
- Design a newsletter.
- Connect documents to business information
- Reduce file sizes and improve corrupt file recovery

CAREER OPPORTUNITIES:

- Secretary
- Office Assistant
- College Assistant
- Administrative Assistant
- Customer Service
- Documentation Management Assistant
- Technical Writer

Required Courses:	
CAOT 2	
Computer Keyboarding II	3
CAOT 31	
Business English	3
CAOT 32	
Business Communications	3
CAOT 83	
Microcomputer Office Applications: Disk Operating Systems	1
CAOT 84	
Microcomputer Office Applications: Word Processing	3
TOTAL UNITS	13