



Certificate of Achievement

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY: WORD PROCESSOR



WHAT IS A WORD PROCESSOR

This course will help students to perform and oversee a variety of assignments to produce a wide variety of media including letters, memoranda, brochures, charts, graphs, forms, scientific or technical material, numerical data, and tabular information.

Contact Business Department: 323-241-5387



What You'll Do

- Typing at a minimum of 40 words per minute, write a business letter using standard business format including 7 elements.
- Create a newsletter and develop/demonstrate a PowerPoint presentation.
- Uses various business software applications to produce a variety of media.
- Enters, retrieves, updates, verifies, and deletes information from electronic files.

CAREER OPPORTUNITIES:

- Word Processing Assistant
- Secretary
- Office Assistant
- Receptionist
- Customer Service
- Administrative Assistant

Required Courses:	
CAOT 2	
Computer Keyboarding II	3
CAOT 31	
Business English	3
CAOT 43	
Office Procedures	3
CAOT 47	
Applied Office practice	2
CAOT 82	
Microcomputer Software Survey in the Office	3
CAOT 84	
Microcomputer Office Applications: Word Processing	3
TOTAL UNITS	17