



# WORD INFORMATION PROCESSOR

## Certificate of Achievement



**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.**

	<b>UNITS</b>
CAOT 3**	Computer Keyboarding III ..... 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
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	Internet for Business ..... 3
<b>Total</b> .....	<b>27</b>

\*\*This course has an advisory.

**27 Units**

**Computer Applications & Office Technologies**  
Technology Building E7 - Fourth Floor, Room E7-420  
For more information, call 323-267-3738