

Business Office Technology

Summer Specials

June 12 through August 3, 2006

All menu items are Low Carb/Low Fat – No Cholesterol

BSOT C131 Basic Keyboarding (Online)

Whether you have never typed before or you are finally finding the courage to give up "two finger" typing, you are going to love this course. Outcome expected 15 net words per minute.

1 Credit
\$26.00
plus
text/sw

BSOT C132 Intermediate Keyboarding (Online)

Use Keyboarding software and MSWord to increase your speed/ accuracy and learn formatting techniques for letters, memos, reports, and tables. Outcome expected 30 net wpm. (8 Weeks)

1 Credit
\$26.00
plus
text/sw

BSOT C133 Advanced Keyboarding (Online)

Focus on speed and accuracy, plus some word processing & document formatting. Show off what you already know and get rid of those habits that keep tripping you up. Outcome expected 45 net words per minute. (8 Weeks)

1 Credit
\$26.00
plus
text/sw

BSOT C154 Office Personnel Seminar (Online)

This course is designed to integrate and refine office skills. Group and individual projects will develop use of e-mail, word processing, voice mail, presentation software, filing systems, and proofreading skills. (8 weeks)

3 Credits
\$78.00
plus texts

CSCI C125 Beginning Access (Online)

Fundamental relational database design and management as well as building and editing basic tables, queries, forms and reports are introduced. (8 Weeks)

1 Credit
\$26.00
plus text

CSCI C127 Powerpoint (IWV Campus)

Plan, create, edit, and view your new MS PowerPoint presentations. Apply design and add graphics.

Tues. and Thurs. beginning June 13, 6:30 – 9:00 (6 Weeks)

1 Credit
\$26.00
plus
text/sw

CSCI C070 Computer Literacy (IWV Campus)

Designed for those with little or no computer experience, learners practice file management, email, instant messaging and basic word processing as well as Internet browsing and searching.

Mon. and Wed. beginning June 12 6:30 – 9:00 (6 Weeks)

1 Credit
\$26.00
plus text

BSOT C081 Special Topics in Business Office Technology (IWV Campus)

Apply expertise using Microsoft Office Application(s) to develop personalized special MS Office based project of your choice using templates and/or custom work. Create that project you've been keeping on the back burner!

Wednesdays 3:15-6:15 beginning June 21 (6 Weeks)

1 Credit
\$26.00

What's on Your plate this Summer?



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