

COMPUTER SYSTEMS I CERTIFICATE OF CAREER PREPARATION

State Control Number: N/A

Program Code: BET.COSYI.CCP

Program Length: 4 months

Approved for Federal Financial Aid: No

This curriculum is designed to prepare students for entry-level word processing or data entry positions.

Code	Title	Units
Required Courses		
BET 104	Beginning Word Processing/Typing For½windows Abc	3.0
Complete 7 units from the following:		7.0
BET 68	Proofreading	
BET 100	Introduction to Computers	
BET 107	Internet A/B/C	
BET 112	Spreadsheet: Excel for Windows A/B/C	
BET 123T	Machine Transcription	
BET 131	Presentation Software: Powerpoint A/B/C	
BET 136	Career Applications for Word Processing	
BET 143	Business English	
Total Units		10