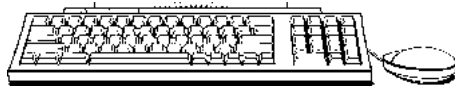


# Secretarial Studies



**The Secretarial Studies Certificate Program is designed for those who wish to work as secretaries in a variety of office settings.**

**Students may select individual courses or complete the certificate program.**

Students must apply for the program (see page 5), complete six required courses with a grade of "C" or better and attend at least 80 percent of classroom instruction for each course.

## Required Courses

**CBS 53** Essential Office Procedures

**CBS 51** Computerized Keyboarding (Typing)

**CBS 26** Business Writing Essentials

**CBS 25** Speaking Effectively in Business

**EDP 07** Introduction to Microcomputing

**CBS 78** Word Processing with Microsoft Word

## Essential Office Procedures

**CBS 53/\$165**

For those preparing to work in office settings, this course provides a solid foundation in the necessary skills. Topics include filing systems, telephone skills, receptionist duties, scheduling, record keeping for office costs, job-seeking skills, office technology, problem solving and effective interaction with co-workers and supervisors. 2 CEU **T**

**Mondays, Feb. 23-May 10**, 7:35-9:15 p.m., 10 sessions. Vivian Young, N.Y.C. Board of Education.

## Computerized Keyboarding (Typing)

**CBS 51/\$245**

This is an intensive course in the elements of keyboarding and proper form and style for letters, centering tasks, reports, memoranda and tables. Development of keyboarding speed to a minimum of 35 words per minute is a goal. The skills taught are essential for success in word processing tasks. Students use IBM-compatible personal computers. 3 CEU **T D**

**Saturdays, Feb. 21-May 15**, 9-11:20 a.m., 11 sessions. Angela Reed, Westchester Community College faculty.

## Business Writing Essentials

**CBS 26/\$235**

Being able to write the most common forms of business communications is necessary for getting ahead on the job. In this course students learn how to write well-organized and effective letters, memos and short reports. Extensive practice assignments are reviewed by the instructor. 3 CEU **T**

**Saturdays, Feb. 21-May 8**, 9-11:30 a.m., 10 sessions. Beverley Stephenson, specialist in business education.

## Speaking Effectively in Business

**CBS 25/\$185**

Effective speaking skills are vital to success in the workplace. In a supportive atmosphere, students learn to speak confidently on a one-on-one basis and in group settings with supervisors, co-workers, clients and customers; to comprehend more of what they hear; and to avoid miscommunications. Body language, personal space, voice dynamics and anxiety reduction are covered. 2.5 CEU **T**

**Tuesdays, Feb. 24-May 11**, 7-9 p.m., 10 sessions. Margaret Farrell, communications specialist.

## Introduction to Microcomputing

**EDP 07/\$245** (see page 14)

## Word Processing with Microsoft Word

**CBS 78/\$305** (see this page)

## Word Processing

### Word Processing with Microsoft Word

**CBS 78/\$305**

This course in Microsoft Word emphasizes editing commands and formatting features while introducing the Windows environment. Students learn to create, edit, format and print single- and multiple-page documents. Other topics include mail merge, tables, columns, inserting graphics, and basic macros. Enrollment limited: one student per PC. (Prerequisite: basic keyboarding [typing] skills.) 3 CEU **T D**

**Saturdays, Feb 21-May 8**, 9-11:30 a.m., 10 sessions. Mary Jane Torres, Cardinal Spellman High School faculty.

**T** Textbook to be brought to first class meeting

**D** 3 1/2 inch HD diskette to be brought to first class meeting