

# SECRETARY

**Total Hours 900**

<i>Name of Course</i>	<i>Clock Hours</i>
Typing I-III	90
Office Machines I-III	60
Computer Keyboarding Skills I-III	50
Recordkeeping	40
Data Entry	30
Word Processing I-III	60
Spreadsheet I-III	60
dBase I-III	60
Dos I-II	40
Windows I-II	40
Graphics I-III	60
Letter Composition	30
Shorthand I-III	140
Machine Transcription	20
Office Procedures	30
Personal Interviewing Skills	20
Internet I-II	50
Web Page Design I	20