



Word Processing

Free Tuition/Noncredit
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FALL 2020

This course introduces word processing software (i.e., Microsoft Word 365) through interactive instruction. Students will learn the basics of computer usage to create documents, memos, fliers, and other office related editing procedures and file management. Active LA Harbor students are provided access to LACCD's Office 365 at no additional cost.

INSTRUCTOR: Elsie Linares

VOC ED 106 – Word Processing

**Section #: 10001 | 11/02/2020 - 12/17/2020 Mon. & Wed. 10:00 AM – 1:50 PM | Online 003
(Async/Sync)**

For more information, please call:

Office of Adult & Community Education: (310) 233-4450

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