

## Word processing courses in North Van

Many think of automated office equipment as the wave of the future -- it is the wave of today. Many companies are just beginning to realize that they can't afford not to have word processing. At the same time, there is a shortage of qualified workers to run those machines. More important, there is a shortage of classes where they can learn about word processing.

Capilano College is ready to meet this need. Their new program, LEVEL ONE WORD PROCESSING, begins February 2. This is a one-month, 30-hour per week, basic training course -- to be repeated at monthly intervals through May.

The Business Training and Career Development Department knows the operation of text-editing machines is important - but is only one facet of word processing. Therefore, in addition to developing a mastery of basic record and

playback operation of magnetic keyboards and screen based text editors, the students will also improve and develop their skills in other important areas.

An essential requirement for success in word processing is strong language arts skills. Students will devote time to punctuation, grammar, spelling and vocabulary development. The importance of proofreading is stressed.

Word processors work from straight copy, hand-written drafts, edited copy, and copy that requires retrieving information. Students will practise from a variety of source documents, including machine transcription, and become familiar with standardized formats for letters, memos and complex documents.

Word processing is improved efficiency in the production of office documents through

managed systems of people, procedures, and text-editing machines. The creation of text-editing machines, through the addition of computerized functions to the typewriter, has been the most important typewriter change since the electric

cord was attached as a commercial feature in the 1930's.

Call Capilano College, 986-1911, local 235, to register now for February 2, March 2, March 30, and May 2 courses.