



**OFFICE TECHNOLOGY
WORD PROCESSING
2011-2012**

Name _____

SSN/ID: _____

Date: _____

Complete the following program of study:

Certificate in Word Processing (R.2020.CN) Major requirements (8 units minimum)	units	completed	in progress	planned
OT 5 – Document Formatting	1.5			
OT 7 – Speed Typing on Computers	0.5			
OT 11A – Microsoft Word Essentials	1.5			
OT 11C – Word Processing Projects	1.5			
OT 46 – Championship Typing	1.5			
OT 49 – Business English	1.5			

Faculty Advisors: Mrs. Toni Ensz (Reedley), Mrs. Pam Gilmore (Reedley), and Mrs. Francine Underwood (Madera)