PROGRAM OF STUDY

Word Processing Certificate in

The Word Processing certificate prepares the student for an entry level word processing position by providing the student an in-depth study of word processing, from its use as a system of information management to "hands-on" in the classroom for inputting, processing, storing, and printing information.

Required Courses		Units
OT5	DOCUMENT FORMATTING	1.5
OT7	SPEED TYPING ON COMPUTERS	0.5
OT11A	MICROSOFT WORD ESSENTIALS	1.5
OT11C	WORD PROCESSING PROJECTS	1.5
OT46	CHAMPIONSHIP TYPING	1.5
OT49	BUSINESS ENGLISH	1.5

Total Units 8

Effective Term: Fall 2012