

Word Processing Specialist Certificate C25360B

The Word Processing Specialist certificate is designed for persons interested in acquiring knowledge and skills in word processing. Students in this program learn basic document formatting and editing skills. Upon completion of this certificate, students will be able to use word processing software to prepare business correspondence, reports, memorandums, and publications.

Graduates should qualify for employment in entry-level positions in business, government, and industry.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Office Systems Technology.

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
CIS 111	Basic PC Literacy ¹	1	2	0	2
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	1	2	0	2
OST 164	Text Editing Applications ²	3	0	0	3
OST 233	Office Publications Design	2	2	0	3
OST 236	Advanced Word/Information Processing	2	2	0	3
<i>Totals:</i>		12	12	0	18
Certificate Total					18

¹CIS 110 Introduction to computers may be substituted.

²Students need to take the English placement exam before taking this course.