

## **WORD PROCESSING CERTIFICATE OF COMPLETION**

The Word Processing Certificate of Completion provides students the knowledge and skills to use Word Processing applications as problem-solving tools. The program is appropriate for students seeking employment in a range of office settings and for community members and professionals looking to improve their use of a computer as a problem-solving tool.

<b>Required Courses:</b>		<b>Hours</b>
CSC 531	Word Processing I	8.5
CSC 532	Word Processing II	8.5
<b>Total hours</b>		<b>17</b>

### *Program Level Student Learning Outcomes:*

1. Describe how word processing applications may be used as problem-solving tools.
2. Apply knowledge of word processing applications to create a variety of documents which include features such as tables, lists, images, references, and watermarks.