

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.

Required Courses

Course Number	Course Name	Hours
CSC 531	Word Processing I	8.5
CSC 532	Word Processing II	8.5
Total hours		17

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.