
WORD PROCESSING SPECIALIST

This program is designed to prepare students for the modern office which demands excellent communication and technical skills. The use of various types of equipment will be emphasized in this program. The sequence of major offerings begins summer and fall quarters.

Curriculum:**72 Credit Hours****Length: 1 year****Technical and Basic Requirements:****46 Credit Hours**

DP117 Database Applications/3
DP150 Spreadsheet Applications/3
KY146 Keyboarding I/5
KY147 Keyboarding II/5
KY250 Keyboarding III/5
MH169 Business Math/5
OP149 Records Management/3
OP252 Machine Transcription/3
OP260 Workplace Technologies/3
OP270 Office Systems and Procedures/5
WP138 Introduction to Word Processing Applications/3
WP267 Advanced Word Processing Applications/3

General Education Requirements:**21 Credit Hours**

CO179 Introduction to Human Communication/3
EN180 Composition I/5
EN200 Composition II/5
PY177 Introduction to Psychology/3
UN100 First Year Experience/1
UN220 Introduction to Diversity Issues/3
UN292 Portfolio Capstone/1

Specialized Elective:**5 Credit Hours**

Choose courses at the 100 or 200 level that are not required in your program.