WORD PROCESSING

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CWP

First Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
BUS 111	Introduction to Business	3
BUS 115	Keyboarding	1
BUS 171	Records Management	2
BUS 236	Spreadsheet Applications	3
IT 119	Basic Software Applications	3
	Total Hours	15

Second Semester		Credit Hrs
BUS 132	Word Processing	3
BUS 133	Business Communications	3
BUS 256	Business Career Development	2
IT 135	Advanced Software Applications	3
BUS 271	Bus. Organization & Management	3
	Total Hours	14

SPECIAL FACILITIES: The Business Lab is located in the Learning Center, A-Building 2nd floor. The well-equipped lab is updated and maintained for quality instruction and training.

NOTE: Because of the constant change in technology, this curriculum is updated frequently. Students who do not complete the required curriculum in a timely fashion may be subject to changes in their program. Students may meet graduation requirements, but may lack the necessary skills in their career area if they do not revise their program of study to keep up with these technological changes.

Occupational information about this program is available at O*NET online www.onetonline.org. Once at that website enter the SOC Code that is listed for this program.
O*NET – SOC Code:
43-3061.00
43-5011.00
43-5011.01
43-9022.00
43-9041.00
43-9041.01
43-9041.02
43-9061.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/ge_word_processing. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities:
Typist, Clerk Typist, Word Processor, Data Entry Operator

Major Employers:
Manufacturing Companies, Retail Businesses, Education Offices, Government Agencies, Health Facilities, and Real Estate & Legal Offices