



DENMARK TECHNICAL COLLEGE



CERTIFICATE: APPLIED SCIENCE IN WORD PROCESSING (18 SHC)

Student must be a high school graduate.

Student Name: _____

Student ID: _____

Semester: _____

PLACEMENT RDG _____ MAT _____ ENG _____
If the required placement test scores are not met for this major, the student is required to take the course as indicated.

COURSE	LECT	LAB	SHC	SEMESTER TAKEN	GRADE
RDG _____	_____	_____	_____	_____	_____
MAT _____	_____	_____	_____	_____	_____
ENG _____	_____	_____	_____	_____	_____

REQUIRED CORE SUBJECT AREAS

	18 SHC	1 ST SEM (SHC)	TERM	GRADE
CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)		CPT 101 _____	_____	_____
AOT 105 KEYBOARDING (3-0-3)		AOT 105 _____	_____	_____
AOT 110 DOCUMENT FORMATTING (3-0-3)				
AOT 141 OFFICE PROCEDURES I (3-0-3)				
AOT 163 WORD PROCESSING (3-0-3)		2 ND SEM (SHC)	TERM	GRADE
AOT 167 INFORMATION PROCESSING APPLICATIONS (3-0-3)		AOT 110 _____	_____	_____
		AOT 141 _____	_____	_____
		AOT 163 _____	_____	_____
TOTAL	18 SHC			
		3 RD SEM (SHC)	TERM	GRADE
		AOT 167 _____	_____	_____

Word Processing

Program Description: The Word Processing Program is designed to provide training in word processing. Students who complete this certificate program may seek employment as entry level word processing clerks, typists, or office clerks.