



**Word Processing Certificate (WP-C)  
Course of Study 2017-2018**

Fall I				
Course ID	Course Name	T/B/G	Credits	Ck off
ENGL 1500	Composition I	T	3	
OFAD 1110	Office Keyboarding Skills	T	1	
OFAD 1400	Word	T	3	
	<b>Total:</b>		<b>7</b>	

Spring I				
Course ID	Course Name	T/B/G	Credits	Ck off
OFAD 1250	Document Analysis & Editing	T	3	
OFAD 1300	Workplace Technologies	T	3	
	<b>Total:</b>		<b>6</b>	

Summer I				
Course ID	Course Name	T/B/G	Credits	Ck off
	<b>Total:</b>			

**Curriculum Summary:** General (G)/Basic (B) =      Hours

Technical (T) = 13 Hours

**Total Curriculum Hours=** 13