

Word Processing Specialist Certificate

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The Word Processing Specialist Certificate curriculum, coordinated by the Business and Technology Department, enables students to develop proficiency in word processing while enhancing their communication skills.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required course section of the curriculum. The particular courses students must successfully complete are determined by their scores on the college placement test. For more information on the basic skills requirements, see page 175.

Word Processing Certificate Curriculum

Counseling

New Student Seminar 0

English: 6 credits

Composition I ENC/G101 3

Writing Through Literature ENG102 3

Humanities: 3 credits

Oral Communication HUC101 3

Business and Technology: 24 credits

Essential Computer Skills BTO116 2

Keyboarding II BTO132 2

Keyboarding III BTO133 2

Word Processing I BTO155 3

Word Processing II BTO156 3

Business Communications BTO260 3

Electronic Office Procedures BTO270 3

Introduction to Computers & their Applications BTC100 3

Introduction to Desktop Publishing BTC175 3

Unrestricted Electives: 3 credits 3

TOTAL CREDITS: 36

