

Word Processing Specialist Short-Term Certificate

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NOTICE(s): Students should 1) consult with an advisor and 2) refer to the Statewide Transfer and Articulation Reporting Systems (STARS) located at <http://stars.troy.edu/> and the degree requirements of the intended transfer institution.

The courses in this program of study may not be offered every semester. It is important to consult with your advisor to determine course schedules to stay on track to graduate.

Program: Office Administration

Type: Short-Term Certificate

Area V - Professional, Major and Elective Courses

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
CIS 147	Advanced Micro Applications	3
OAD 101	Beginning Keyboarding	3
OAD 103	Intermediate Keyboarding	3
OAD 104	Advanced Keyboarding	3
OAD 125	Word Processing	3
OAD 126	Advanced Word Processing	3
OAD 218	Office Procedures	3
ORI 101	Orientation to College	1
	Sub-Total Credits	25
	Total credits:	25