

Word Processing Program

Division of Business — Curriculum Code: 3034

Will Earn Upon Program Completion: Certificate in Word Processing

Why major is Word Processing?

This certificate program is designed to prepare individuals for entry into or advancement in administrative support positions requiring computer proficiency. Word processing typists and data entry keyers are needed in most organizations to help process vast amounts of information. Students are also introduced to spreadsheets, databases, and desktop publishing software applications. The program includes courses in business communication, English composition, and office management.

If I major in Word Processing, can I transfer to an upper-division college or university?

While the program is not designed for transfer to a baccalaureate program, Essex County College will apply some or most of the courses you have taken toward an associate degree. Consult your faculty advisor for more information.

Are there any requirements I must satisfy before I start taking courses?

Based on your placement test scores, you may have to take developmental courses in reading, English, and/or mathematics before taking courses in your major.

How long will it take for me to complete this certificate?

If you do not need developmental course work, and you register for a minimum of 12 credits per semester, you can complete the certificate in three semesters.

Where should I direct specific questions about this program?

Contact the Division at (973) 877-3222.

Upon completion of this program, graduates will be able to:

- ◆ Demonstrate the ability to work with highly technical material, plan and type complicated statistical tables, combine and rearrange materials from different sources, and prepare master copies;
- ◆ Demonstrate proficiency in language arts — spelling, punctuation, grammar;
- ◆ Communicate effectively using e-mail and the Internet;
- ◆ Use advanced features of MS Word;
- ◆ Use beginning features of MS Excel;
- ◆ Use beginning features of MS PowerPoint;
- ◆ Demonstrate the ability to format a variety of office documents;
- ◆ Quickly and effectively proofread a variety of business correspondence; and
- ◆ Demonstrate the ability to keyboard rapidly and accurately.

Word Processing — Certificate Program

<p>GENERAL EDUCATION REQUIREMENTS: (3 credits)</p> <p>Communications (3 credits) ENG 101 College Composition I 3</p> <p>MAJOR COURSE REQUIREMENTS (23 credits)</p> <p>OCT 106 Keyboarding and Formatting I 3 OCT 107 Document Publication & Design 3 OCT 121 Business Communications 3 OCT 210 Office Systems Management 3 OCT 250 Word/Information Processing Applications I 3 OCT 251 Word/Information Processing Applications II 3 OCT 290 Internship or Elective approved by OCT Advisor 3</p> <p>ADDITIONAL COURSE REQUIREMENTS: (9 credits)</p> <p>CIS 136 Desktop Publishing for IBM Compatibles 3 CIS 131, 135, or 137 3 BUS 101, 141, or 204 3</p> <p>Total Credits Required for Certificate: 33</p>	<p>RECOMMENDED SEQUENCE OF COURSES*</p> <p><u>First Semester</u></p> <p>OCT 106 Keyboarding and Formatting I 3 OCT 121 Business Communications 3 ENG 101 College Composition I 3 One of the following: 3 CIS 131 Microcomputers in Business CIS 135 Microcomputer Spreadsheets CIS 137 Microcomputer Databases</p> <p><u>Second Semester</u></p> <p>OCT 107 Keyboarding and Formatting II 3 OCT 250 Word/Information Processing Applications I 3 CIS 136 Desktop Publishing for IBM Compatibles 3 One of the following: 3 BUS 101 Business Organization & Management BUS 141 Business Mathematics BUS 204 Intro. to Organizational Behavior in Business</p> <p><u>Third Semester</u></p> <p>OCT 251 Word/Information Processing Applications II 3 OCT 210 Office Systems Management 3 OCT 290 Internship or Elective approved by OCT Advisor 3</p>
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***NOTE:** This plan assumes the completion of all required developmental courses in reading, writing, and mathematics as well as other pre- and co-requisites for some of the courses, as listed in the Course Descriptions section.