



Word Processing

Certificate of Completion (CC)
Planning Guide 2012–2013

Revised 3/27/12

Program Information

Length of Program: 19 Credits
Completion Award: Certificate of Completion
Enrollment: Fall, Winter, Spring
Approximate Quarterly Costs: \$25-\$85
(in addition to tuition, books and parking)
Website: www.shoreline.edu/genbustech01.aspx

Program Advisors:

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Program Description

Shoreline Community College offers a short-term Certificate of Completion (CC) in Word Processing leading to an entry level position in an office setting. Students interested in advancement are encouraged to enroll in longer courses of study to complete additional certificates or associate degrees in Business Technology. Students pursuing a four-year baccalaureate degree in Business should follow the Business Associate in Arts (AA-DTA) direct transfer degree planning guide.

EPC J566A

Word Processing—What is it?

Many businesses rely on word processing skills to produce and manage documents, records and written communications. This certificate program is designed to train students in the most common Microsoft word processing applications for entry-level positions in any business environment. For advanced study, consider a Certificate of Proficiency or an Associate in Applied Arts and Science (AAAS) degree in Business Technology.

Program Outcomes:

Students who successfully complete this program should have:

1. a working knowledge of keyboarding and word processing.

Career Opportunities—What can I do with a Certificate in Word Processing?

Graduates with word processing skills are ready to work in entry-level office positions or apply these skills to current positions. Potential positions include Administrative Assistant, Receptionist and Office Coordinator. Salaries are dependent upon position and level of responsibility.

Potential employers include: Small businesses, corporations, government agencies, schools and health care agencies. For more, please visit career information and resources at www.shoreline.edu/acc/CareerCounseling.aspx

PROGRAM PREREQUISITES: COMPASS placement into ENGL 080 Critical Thinking in College and Life or English as a Second Language (ESL) placement into ESL 098; Entry level skills in word processing OR BUSTC 101 Beginning Keyboarding.

CERTIFICATE OF COMPLETION—19 CREDITS

PROGRAM REQUIREMENTS			
Courses	QTR	GR	CR
BUSTC 102 Speed Keyboarding or 50 wpm			5
BUSTC 128 Word 2010, Level 1			5
BUSTC 129 Word 2010, Level 2			5
BUSTC 135 Applied Word Processing			4

RECOMMENDATIONS:

ADDITIONAL INFORMATION

Job Search Information

www.workforceexplorer.com

Note: Every effort has been made to ensure the accuracy of the information in this publication. However, the information is subject to change without notice and final career decisions are the responsibility of the student.

CERTIFICATE COMPLETION

Students should automatically receive their Certificate after successful completion all required courses. If you have not received your Certificate, please contact the Workforce Education Programs in FOSS 5100 or call 206-546-5876.