



## Word Processing Specialist Short-Term Certificate

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		<b>STUDENT PROGRESS</b>	
		<u>Grade</u>	<u>Term Completed</u>
<b>Area V – Professional, Major and Elective Courses:</b>	<b>25</b>		
• ORI 101 - Orientation to College.....	1	_____	_____
• 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	_____	_____
<b>Total Hours Required for Certificate: .....</b>	<b>25</b>		

**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.