

Notes on Word Processing Certificate

Prerequisite:

BUS 153 - BUS 146 (or Bus 146A&B) with "C" or better

Definition of Terms:

Social Science - ANT, ECO, HIS, HED103, PSC, PSY, and SOC.

Math & Science - ANT103, AST, BIO, CHM, GEO, MAT, PHY, EGR 105, 106, & 204, ANT 103 and SCI.

Humanities - ENG 200 level, ART, FRN, GRM, MUS, PHI, RUS, SPA, SPH, and THR.

Liberal Arts - Any of the above courses.

Electives - Any credit course offered by the College including LIBERAL ARTS, BUS, COM, CIS, CRJ, EGR, FDT, HED 104, HRD, PED and TEC.

Physical Education - Two credits are required. PED 105, 172, 210, 211, and 212 are NOT activity courses.

RECOMMENDED

FIRST YEAR

First Semester

1-4 HRD 100A, 100, or 110
3 BUS 100
1 BUS 118
2 BUS 126
4 BUS 146 or 146A&B
3 BUS 216

Second Semester

3 ENG 101 or 100 A&B
3 BUS 101
3 BUS 153
3 BUS 215
3 CIS 111
3 MAT