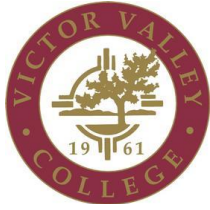


Data Typist Certificate



CATALOG 2021-22

GE Pattern: none
Total Units: 12 Units
Program Code: [DT.CERT](#)

Potential Career Options

(click the link)

EXPLANATION OF CATEGORIES

Req	Required Core	A course that is required for this degree
GE	General Education	A course that fulfills a specific general education requirement for this degree, which can be replaced with another course that meets the same requirement
RE	Restricted Elective	A course selected from a list of elective courses specified for this degree in the course list in the catalog, which can be replaced with another course from the same list
Elec	Elective	A degree-applicable course that is part of a degree roadmap to ensure that there is a total of at least 60 units, which is a requirement for an associate degree

Year 1, Fall

Total: 12.0

Category	Course	Title	GE Area	Unit
Req	BET 104	Beginning Word Processing/Typing for Windows ABC		3.0
Req	BET 124	Records Management (offered fall only)		3.0
RE	BET 77	Speed and Accuracy Development		3.0
RE	BET 143	Business English (offered fall only)		3.0

STUDENT SUCCESS TEAM SUPPORT

School Dean

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RAMPath Counselor

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Faculty Advisor

Brian Quarles

Not Quite Ready? Please see a counselor to create an education plan that is customized to meet your needs.