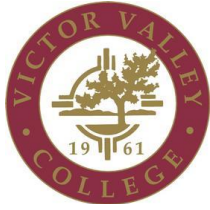


Word Processor Certificate



CATALOG 2021-22

GE Pattern: none

Total Units: 3 Units

Program Code: [WDPROC.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, Semester 1

Total: 3.0

Category	Course	Title	GE Area	Unit
Req	BET 104	Beginning Word Processing/Typing for Windows ABC		3.0

STUDENT SUCCESS TEAM SUPPORT

School Dean

Patricia Ellerson

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RAMPath Counselor

Pamela James

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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.