

SPREADSHEET PROCESSOR CERTIFICATE OF CAREER PREPARATION

State Control Number: N/A

Program Code: BET.SPPR.CCP

Program Length: 4 months

Approved for Federal Financial Aid: No

This curriculum is designed to prepare students for entry-level office/
bookkeeping positions.

Code	Title	Units
Required Courses		
BET 112	Spreadsheet: Excel for Windows A/B/C	3.0
Total Units		3