

WORD PROCESSOR CERTIFICATE OF CAREER PREPARATION

State Control Number: N/A
Program Code: BET.WOPR.CCP
Program Length: 4 months
Approved for Federal Financial Aid: No

This curriculum is designed to prepare students for entry-level secretarial positions.

Code	Title	Units
Required Courses		
BET 104	Beginning Word Processing/Typing For½windows Abc	3.0
Total Units		3