

**WORD PROCESSING
(BTS DIVISION)**

WRPPT-100 KEYBOARDING (1 cr.) Build basic keyboarding speed and accuracy using the proper techniques.

WRPPT-190 DIRECTED STUDY IN WORD PROCESSING (1-6 cr.)

WRPPT-191 WORKSHOP IN WORD PROCESSING (1-6 cr.)

WRPPT-192 SPECIAL TOPICS IN WORD PROCESSING (1-6 cr.)

WRPPT-194 INTERNSHIP IN WORD PROCESSING (1-12 cr.)

WRPPT-200 WORD PROCESSING (1-6 cr.) Use word processing functions to format documents according to current business standards, placing emphasis on formatting letters, memo, tables, reports, and other business documents which include graphics and other design enhancements. Continue building keyboarding speed and accuracy with each credit. Earn one credit for each level of competency achieved. Upon completion, student will have performed all skills required for MOUS certification. Pre-requisite: WRPPT 100 or equivalent. May be repeated up to 6 credits.

WRPPT-290 DIRECTED STUDY IN WORD PROCESSING (1-6 cr.)

WRPPT-291 WORKSHOP IN WORD PROCESSING (1-6 cr.)

WRPPT-292 SPECIAL TOPICS IN WORD PROCESSING (1-6 cr.)

WRPPT-294 INTERNSHIP IN WORD PROCESSING (1-12 cr.)

WRPPT-296 COOPERATIVE EDUCATION IN WORD PROCESSING (1-12 cr.)

WRPPT-390 DIRECTED STUDY IN WORD PROCESSING (1-6 cr.)

WRPPT-391 WORKSHOP IN WORD PROCESSING (1-6 cr.)

WRPPT-392 SPECIAL TOPICS IN WORD PROCESSING (1-6 cr.)

WRPPT-394 INTERNSHIP IN WORD PROCESSING (1-12 cr.)

WRPPT-490 DIRECTED STUDY IN WORD PROCESSING (1-6 cr.)

WRPPT-491 WORKSHOP IN WORD PROCESSING (1-6 cr.)

WRPPT-492 SPECIAL TOPICS IN WORD PROCESSING (1-6 cr.)

WRPPT-494 INTERNSHIP IN WORD PROCESSING (1-12 cr.)