WORD SPECIALIST, CERTIFICATE

The **Word Specialist certificate** develops MS Word skills and includes topics for industry certification. This certificate requires 6 credits in the courses listed below.

For more information about Office Technology Information, please visit the program page (http://www.cod.edu/ofti/).

Certificate Requirements

Field of Study Code: OFTI.CER.WORD

Code	Title	Credits
OFTI 1210	Word Processing I	3
OFTI 1215	Advanced Word Processing/ Desktop Publishing	3
Total Credits		**6**