

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

This page lists programs related to one another.

- Administrative Assistant and Meeting/Event Planning, A.A.S. (<https://catalog.cod.edu/programs-study/office-technology-information/administrative-assistant-meeting-event-planning-aas/>)
- Administrative Assistant and Meeting/Event Planning, Certificate (<https://catalog.cod.edu/programs-study/office-technology-information/administrative-assistant-meeting-event-planning-certificate/>)
- Administrative Support Essentials, Certificate (<https://catalog.cod.edu/programs-study/office-technology-information/administrative-support-essentials-certificate/>)
- Administrative Support Specialist, A.A.S. (<https://catalog.cod.edu/programs-study/office-technology-information/administrative-support-specialist-aas/>)
- Administrative Support Specialist, Certificate (<https://catalog.cod.edu/programs-study/office-technology-information/administrative-support-specialist-certificate/>)
- Executive Assistant, A.A.S. (<https://catalog.cod.edu/programs-study/office-technology-information/executive-assistant-aas/>)
- Medical Office, Certificate (<https://catalog.cod.edu/programs-study/office-technology-information/medical-office-certificate/>)
- Office Technology Specialist, Certificate (<https://catalog.cod.edu/programs-study/office-technology-information/office-technology-specialist-certificate/>)