

NUNEZ COMMUNITY COLLEGE
CERTIFICATE OF TECHNICAL STUDIES
WORD PROCESSING

NAME:					
	Last		First	Middle	
Student ID Number:				Catalog 2016-2017	
Course No.	Course Title	Substitute or Transfer Course	College		
18 Hours of Required Courses. Must earn a grade of "C" or better.				Hrs	Grade
BUSN 1150	Survey of Microcomputer Applications			3	
BUSN 1175	Customer Service, Sales, & Skills			3	
BUSN 1600	Word Processing			3	
BUSN 2600	Advanced Word Processing			3	
BUSINESS ELECTIVE	Select two of the following: BUSN 1100, BUSN 1330, BUSN 1530, BUSN 1610, BUSN 1620, BUSN 1630, BUSN 1640, BUSN 2100, BUSN 2400, BUSN 2610, BUSN 2620, BUSN 2630, BUSN 2640, BUSN 2650, BUSN 2660, BUSN 2670			3	
BUSINESS ELECTIVE				3	

TOTAL: 18

Exit Advisor's Signature

Date

Dean Signature

Date