

Typing Certificates

Department of Computer and Office Studies

<http://caot.lbcc.edu/COS>

All Are Welcome to Test for a Certificate

***No Charge for Testing**

***No Appointment Necessary**

***You Do Not Have to be a LBCC Student**

Available Monday through Thursday, 2 p.m. - to 5 p.m. at:

- ✓ **Liberal Arts Campus:** 4901 East Carson Street, Long Beach, CA
Room M109 (562) 938-4904
- ✓ **Pacific Coast Campus:** 1305 East Pacific Coast Hwy, Long Beach, CA
Room AA202 (562) 938-3033

How to Earn a Typing Certificate

- Complete a 5-minute timed writing with 5 or fewer errors
 - Provide picture identification

Testing Procedures

1. You may practice taking timed writings. If one of your practice attempts meets your speed and error requirements, it will be counted for a certificate.
2. You may use the same timing document for four attempts and then a different timing document for the next four attempts. You may take as many attempts in a day as you wish, but for every four attempts you take, you must use a different timing document.
3. If you are unable to meet your goal, feel free to return any day that the Computer and Office Studies lab is open.
4. When you have reached your goal, you will be asked for your picture identification and to print and sign your name in the certificate log. A Typing Certificate Card will be filled out, signed by an instructor, and given to you.