GRCC

GRAND RAPIDS COMMUNITY COLLEGE

To complete your online typing certificate:

1. Go to www.typing.com
2. Create an account
3. Once logged into your new account choose TEST
4. Take the one minute timed test, or the three minute timed test
5. A minimum of 40 WPM is required to enter the Medical Assistant Program
6. Once complete choose PRINT CERTIFICATE
7. Enter your Name
8. Choose PRINT CERTIFICATE Again
9. When the file opens, choose File, Save As and then save your certificate to your desktop as a PDF file.
10. Email the completed certificate to workforcetraining@grcc.edu