



Career Studies include variable length programs for students. Options amount to the equivalent of one or more semesters of full-time community college work (9-29 credits).

To be admitted to a Career Studies Certificate Program, one must meet the general requirements for admission to the College. Some courses may require prerequisites or demonstrated entry-level proficiency.

Career Studies (221-298-40)

Administrative Correspondence Specialist

		<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
		<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
First Semester				
AST 107	Editing/Proofreading Skills	3	0	3
AST 137	Records Management	3	0	3
AST 141	Word Processing I	3	0	3
AST 206	Professional Development	3	0	3
Total				12
Second Semester				
AST 205	Business Comm.	3	0	3
AST 238	Word Processing Advanced	3	0	3
AST 243	Office Administration I	3	0	3
PSY 126	Psychology for Business & Industry	3	0	3
Total				12

24 credits required to graduate

Faculty Contacts

Ms. Sabrina Ward, Ms. Jane Jones,
Location: Phillips-Taylor Hall