



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 (221-299-08)

Information Technology Readiness

		<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
		<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
AST 101	Keyboarding I	3	2	3
AST 132	Word Processing I	1	0	1
AST 133	Word Processing II	1	0	1
ITE 100	Intro to Information Sys.	3	0	3
SDV 101	Orientation to Business Related Programs	1	0	1
SDV 107	Career Education	3	0	3
Total				12
ENG 100	Basic Occupational Com.	3	0	3
BUS 121	Business Mathematics I	3	0	3
ITD 110	Web Page Design I	3	0	3
ITE 298	Seminar & Project	3	0	3
Total				12

24 credits required to graduate

Faculty Contact

Vickie Ratliff, Dean
 Business & IT Division
 Location: Phillips Taylor Hall
 "
 "
 "