



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 (221-298-08)

Office Automation Specialist^{TP}

		<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
		<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
AST 141	Word Processing I	3	0	3
AST 236	Specialized Software Applications	3	0	3
AST 238	Word Processing Advanced Operations	3	0	3
AST 253	Desktop Publishing	3	0	3
AST 260	Presentation Software	3	0	3
ITE 100	Intro to Info Systems	3	0	3
ITE 140	Spreadsheet Software	3	0	3
ITE 150	Desktop Database Software	3	0	3
Total				24

24 credits required to graduate

^{TP}This program is part of the Tech Prep Initiative: see your advisor for more information.

Faculty Contacts

Ms. Sabrina Ward, Ms. Jane Jones

Location: Phillips-Taylor Hall