



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 (221-298-13)

Word Processing

		<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 108	Telephone Techniques	1	0	1
AST 141	Word Processing I	3	0	3
AST 154	Intro to Voice Recognition Software	2	0	2
AST 206	Professional Development	3	0	3
ITE 100	Intro to Information Systems	3	0	3
SDV 100	College Success Skills	1	0	1
Total				16
Second Semester				
AST 236	Specialized Software Applications	3	0	3
AST 238	Word Processing Advanced Operations	3	0	3
AST 260	Presentation Software	3	0	3
AST 253	Desktop Publishing I	3	0	3
Total				12

28 credits required to graduate

Faculty Contacts

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 Location: Phillips-Taylor Hall